



**HUMAN CAPITAL**  
NATIONAL COHESION STRATEGY



**EUROPEAN UNION**  
EUROPEAN  
SOCIAL FUND



---

# **USER GUIDE**

## **A guide to Case Study Creator – a tool to enhance collaboration between entrepreneurs and academics**

Szczecin 2014

---

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.



---

## CONTENTS

PART I – GENERAL INFORMATION.....	5
1. Introduction .....	5
2. Launching the System.....	8
3. Logging in and Registration .....	10
3.1.User Accounts .....	10
3.2.Opening a Company Account .....	11
3.3.Opening Teacher’s or Student’s Account.....	19
3.4.Logging out of the System .....	21
PART II – INFORMATION FOR ENTREPRENEURS (COMPANIES) .....	23
1. User’s Profile.....	23
2. Problems to Be Solved.....	25
2.1.Adding New Problem to Be Solved .....	25
2.2.Enquiry Status .....	30
2.3.List of Problems .....	31
3. Case Studies .....	33
4. Contact with Other Users of Case Study Creator .....	41



---

<b>PART III – INFORMATION FOR ACADEMIC TEACHERS AND STUDENTS .....</b>	<b>44</b>
1. User’s Profile.....	44
2. Problems to Be Solved and Case Study Creation .....	46
2.1.List of Problems .....	46
2.2.Create a Case Study.....	49
2.3.Case Study Structure .....	51
3. Browsing and editing case studies .....	65
3.1.List of Case Studies .....	65
3.2.Browsing through Case Studies .....	69
4. Contact with Other Case Study Creator Users .....	73
<b>PART IV - COLLECTIVE WORK.....</b>	<b>76</b>
1. Making Your Case Study Available .....	76
2. Making Your Case Study Available for Review .....	81
3. List of Figures .....	86



---

# **PART I – GENERAL INFORMATION**

## **1. INTRODUCTION**

Case Study Creator, a tool to enhance collaboration between entrepreneurs and academics, is an innovative product consisting of the following elements:

- a computer application Case Study Creator (CSC) which is a new form of combining and employing theoretical knowledge and business practice to solve individual problems faced by entrepreneurs. CSC is available at <http://www.kreator.studia-przypadku.pl>. Moreover, the application enables students to gain knowledge in conditions that closely resemble real life situations. At the same time, CSC gives entrepreneurs the opportunity to share their problems with academic staff to get help in solving them,
- CSC User's Manual which is a guide to the Project final product (this publication),
- Good Practice Manual titled 'Methodology of creating Case Studies in Collaboration with Entrepreneurs' available at <http://studia-przypadku.pl/>.

Good Practice Manual is a complementary element, the purpose of which is to present teaching material for classes conducted with the use of the case method. Although it is primarily addressed to teachers of economic subjects, it can also be used in other fields.





The Manual consists of five chapters which discuss creation and application of case studies in education. Chapter I is devoted to preparation of a case study. There you will find instructions how to structure the case study properly and what technique and style of writing to choose if you want to get your reader's attention. Further in Chapter I you will learn about elementary methods of collecting information from the environment, i.e. from companies, institutions or markets, which will be subsequently used for creating a case study.

Chapter II presents individual elements of the case study structure. They are put in a logical order, so that you can learn how to use the obtained and processed information. The Chapter deals with such issues as the methods of case study building showing you how to structure the story you are going to tell. Then, individual parts of a case study are presented: introduction, purpose, abstract, the analysis of environment, the description of the major problem, the description of major actors of the case study and their roles, the analysis of risks, the description of potential solutions, extended SWOT/PEST analysis and, finally, the general summary of the case (conclusion).

Chapter III contains a review of methodological instructions for those who wish to include the case method in their teaching practice. The case method, as simple as it is, requires from a coach/teacher to be properly prepared. This Chapter provides useful information on this matter.

In Chapter IV you will find a summary of the most important information about case studies. They are presented in a form of brief texts illustrated with drawings.



Chapter V contains case studies constructed according to the instructions from the manual. You will find there four examples of case studies tackling different problems and of varying size.

Good Practice Manual is supplemented with annexes which you will find useful when creating your case studies.

The purpose of this guide to Case Study Creator is to instruct step by step all the potential users how to apply this computer application to their advantage. Case Study Creator is the major element of the final product of the project 'An Innovative Teaching Method as a Chance to Strengthen the Collaboration between Entrepreneurs and the Education sector'

Case Study Creator is a site where entrepreneurs can share their experience with academics. The pivotal elements of this communication are:

- the opportunity for entrepreneurs to give an account of their problems that can be solved by faculty members;
- finding solution to entrepreneurs' problems by academics in a form of case studies;
- making the case studies available to students, so that they can learn more about solutions to real life problems faced by entrepreneurs;
- initiating contacts with business environment by faculty members (and vice versa).



Principally, the users of Case Study Creator are divided to three target groups. each of these groups have access to a separate functionality of CSC. Chief functionalities addressed to individual groups of users include:

- entrepreneurs: submitting problems to be solved; checking the enquiry status; browsing through case studies;
- academics: browsing through reported problems; accepting the submitted enquiries; creating a case study; editing the created case study; browsing through case studies; contacting an entrepreneur via internal mechanism;
- students: browsing through case studies.

Below you will find clear instructions how to use all the Creator's functionalities.

Case Study Creator is designed as an internet application that is accessible from any site and at any time by means of a web browser.

## 2. LAUNCHING THE SYSTEM

To start **Case Study Creator** follow the instructions below:

- Launch your web browser.
- Type the following address into your web browser:

***<http://www.kreator.studia-przypadku.pl>***

- Press Enter. The Log in window of Case Study Creator opens (Fig. 1)

---

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centrefor Knowledge and Technology Transfer of University of Szczecin Ltd.



- You can also access Case Study Creator at:

***<http://www.studia-przypadku.pl>***

and click on: CASE STUDY CREATOR (in English version)

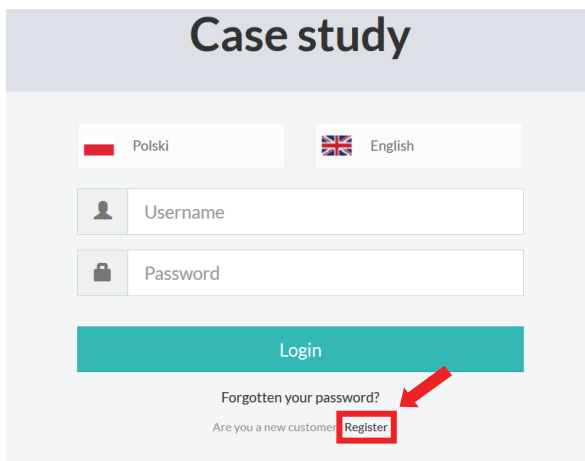
**Fig. 1 Log in window of Case Study Creator**

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.

## 3. LOGGING IN AND REGISTRATION

### 3.1. USER ACCOUNTS

When using Case Study Creator for the first time you need to open a user account by clicking on **Register** button at the bottom of the panel (Fig. 2)



**Case study**

Polski English

Username

Password

Login

Forgotten your password?

Are you a new customer? **Register**

KAPITAŁ LUDZKI  
NARODOWA STRATEGIA SPÓJNOŚCI

Centrum Transferu  
Wiedzy i Technologii  
University of Szczecin

UNIA EUROPEJSKA  
EUROPEJSKI  
FUNDUSZ SPOŁECZNY

The project 'Innovative learning opportunities to strengthen cooperation between entrepreneurs and science' is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.

**Fig. 2 Opening a user account**

When registering choose the type of an account:

---

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.



- 
- **Teacher**
  - **Student**
  - **Company**

Each type of an account is attributed with different level of access authorization referring to the user's role.

#### **Users' Roles:**

- **COMPANY:** can browse through case studies; can report a problem to be solved; checks their enquiry status.
- **TEACHER:** can browse through problems to be solved; selects a problem to be solved; creates a case study; edits their own case study; can browse through case studies; can get in touch with an entrepreneur.
- **STUDENT:** can browse through case studies.

### **3.2. OPENING A COMPANY ACCOUNT**

Entrepreneur can open their Case Study Creator account in two steps:

- in step one an entrepreneur fills in their address details. Red-framed fields are mandatory.
- in step two they confirm their account registration by clicking on the activating link sent to their e-mail address.



In step one it is essential to select an appropriate type of an account (**Company**) before filling the form (Fig.3):

<b>Username</b>	enter your username ( <b>login</b> ) that you will be using to log into the system
<b>E-mail</b>	enter your e-mail address where the account activating link will be sent
<b>Password</b>	enter the password that you will be using to log into the system
<b>Repeat Password</b>	write again the password you have entered above
<b>Firm Name</b>	enter the name of a company you are an owner of, you work for or you cooperate with
<b>Street, House No, Flat no</b>	} Entrepreneur's address details
<b>Post Code</b>	
<b>Town</b>	
<b>Phone</b>	

In order to complete the step one of user registration, tick the box to give your consent for your personal data to be processed for the Case Study Creator registration purposes:



☒ Pursuant to Article 23.1.1 of the Personal Data Protection Act of 29 August 1997 (Dziennik Ustaw z 2002r., Nr 101, pozycja 926 z późn.zm.) I hereby agree to my personal data being processed for the purpose of the user registration to Case Study Creator.

The image shows a 'User registration' form. At the top, it has a title 'User registration'. Below the title, there are two language selection buttons: 'Polski' (with a Polish flag) and 'English' (with a UK flag). Underneath, there are three checkboxes for user type: 'Teacher', 'Student', and 'Company' (which is checked). The form contains several input fields: a username field with 'jbogacki', an email field with 'jbogack@wp.pl', a password field with masked characters, and a confirmation password field also with masked characters. Below these is a 'Company' field with 'MCX'. A 'Personal data' section includes a first name field with 'Jan' and a last name field with 'Bogacki'. An 'Address' section has fields for 'Firmowa' (with '71-100'), 'Flat no' (with '7'), and 'Szczecin'. There is also a 'Telephone' field. At the bottom of the form, there is a checkbox for the data protection agreement, which is checked, and a large teal 'Register' button. Below the button, it says 'You have account? Login'.

Fig. 3 User registration form

When all the registration form fields have been properly filled, press **Register** button.

The activating link will be sent to the e-mail address you entered when registering.

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centrefor Knowledge and Technology Transfer of University of Szczecin Ltd.





**Fig. 4 Message with the link activating your account**

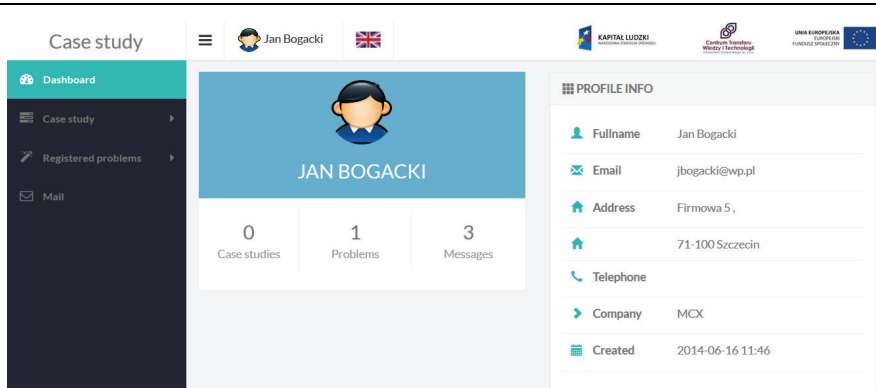
You activate your Case Creator Account by clicking with the left mouse button on the activation link.

Once you have registered and activated your account, you can log into the system.

Type your username and password from the registration form in the log in window (Fig. 1):

You get access to Case Study Creator once you have entered the correct username and password and pressed **Log In** button.

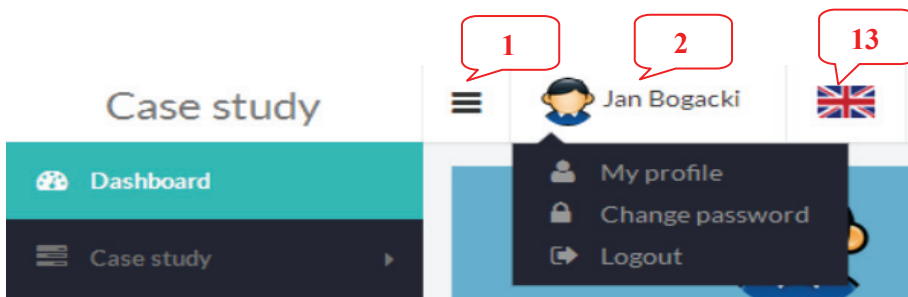
After you have logged in, a window appears consisting of three parts and a tab bar at the top. In the left part of the desktop there is a commands menu. The middle part contains information about your own case studies, your enquiries and messages. On the right you will find your company's profile with an update option.



**Fig. 5 User's desktop**

## Tab bar

The basic functionality of the tab bar is shown in Fig. 6.



**Fig. 6 Basic functionality of the tab bar**

- Expanding/shrinking of the left part of the desktop,
- Popping out the menu to display the user's profile, change their password or log out from Case Study Creator,

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.



- Switching between the Case Study Creator language versions.

## Left part of the desktop

The basic menu entries in the left part of the desktop are shown in Fig. 7.

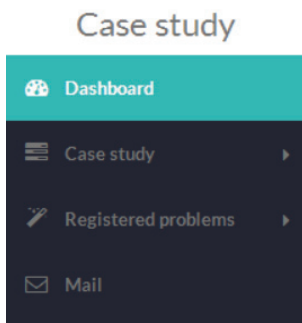


Fig. 7 Basic menu entries in the left part of the desktop

- **Desktop** – you go to the Case Study Creator desktop
- **Case Studies** – when you drop down this entry you get access to the **Browse** command to scroll across the list of case studies (Fig. 8)

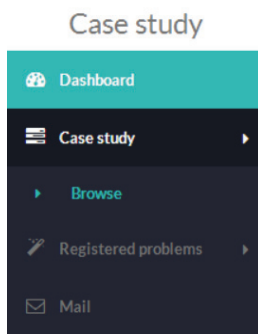


Fig. 8 Commands in the Case Study tab

- **Submitted Problems** – when you pop down this entry, you can choose either the **List of Problems** command where you can scroll across the problems to be solved or the **Add Problem** command where you can submit a new enquiry (Fig. 9).

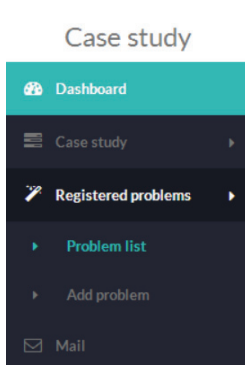


Fig. 9 Commands in the Submitted Problems tab

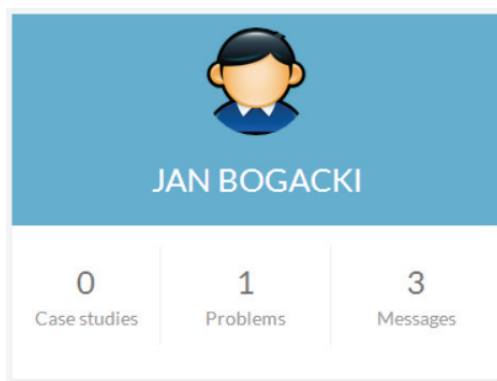
The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.



- Mail – you get access to the internal information exchange forum.

## **Middle part of the desktop**

The functionality of the middle part of the desktop is limited to the access to information about the number of case studies available to the user, of problems the user has submitted and the number of messages sent to the user (Fig. 10).



**Fig. 10 Middle part of the desktop**

## **Right part of the desktop**

The right part of the desktop contains basic information about the user (User's profile) – Fig. 11.



PROFILE INFO	
Fullname	Jan Bogacki
Email	jbogacki@wp.pl
Address	Firmowa 5 ,
	71-100 Szczecin
Telephone	
Company	MCX
Created	2014-06-16 11:46

Fig. 11 Right part of the desktop

You can update your profile.

### 3.3. OPENING TEACHER'S OR STUDENT'S ACCOUNT

The **Teacher** or **Student** account opening procedure is similar to the one you follow when opening the **Company** account. The only difference lies in the contents of some fields in the registration form (Fig. 12):

**Username** enter your username (**login**) that you will be using to log into the system

**E-mail** enter your e-mail address where the account activating link will be sent



**Password**

enter the password that you will be using to log into the system

**Repeat Password**

write again the password you have entered above

**Full name**

enter your first and last name

**Scientific Degree**

enter your scientific degree (if you are an academic teacher) or leave the field blank (if you are a student)

**University**

enter the name of the university where you work (if you are an academic teacher) or study (if you are a student)

**Street, house no, flat no**

**Post code**

**Town**

**Phone**

} Teacher's or student's address details

Further registration procedure is identical to that of **Company**.



The image shows a web-based user registration form. At the top, it says "User registration". Below this, there are two language selection buttons: "Polski" (with a Polish flag) and "English" (with a UK flag). Underneath, there are three checkboxes for user type: "Teacher" (checked), "Student", and "Company". The form then has four input fields: a username field containing "a|atuszynska", an email field containing "latuszynsk@gmail.com", a password field with six dots, and a confirmation password field with six dots. Below these is a section for "Personal data" with four input fields: "Anna", "Łatuszyńska", "dr inż.", and "Uniwersytet Szczeciński". The "Address" section follows with five input fields: "Mickiewicza", "64", "Flat no", "71-101", and "Szczecin". There is also a field for a phone number containing "9144441909". A checkbox is checked, and below it is a paragraph of text: "Pursuant to Article 23.1.1 of the Personal Data Protection Act of 29 August 1997 (Dziennik Ustaw z 2002r., Nr 101, pozycja 926 z późn.zm.) I hereby agree to my personal data being processed for the purpose of the user registration to Case Study Creator." At the bottom of the form is a large teal "Register" button. Below the button, it says "You have account? Login".

Fig. 12 Registration form for academic teachers and students

### 3.4. LOGGING OUT OF THE SYSTEM

To log out click on your username at the top of the desktop and then select **Log Out** button (Fig. 13).

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.



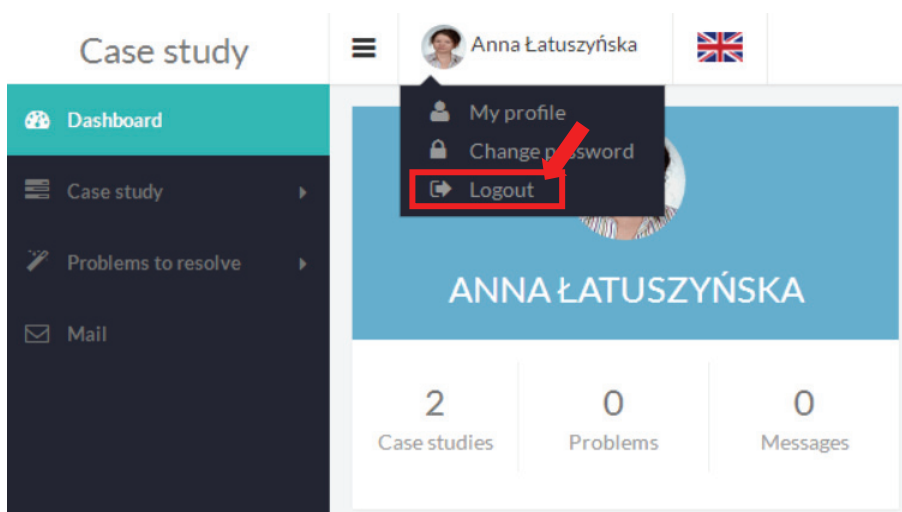


Fig. 13 Logging out of the application

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.

## PART II – INFORMATION FOR ENTREPRENEURS (COMPANIES)

### 1. USER'S PROFILE

If you are an entrepreneur (a company) and you have logged into the system, you can look through or update your profile. In order to edit the user's profile click on your name and then select **My Profile** on the tab bar at the top of the desktop (Fig. 14).

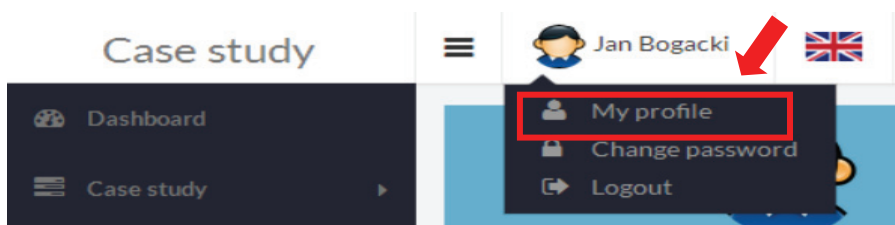



Fig. 14 My Profile command


Then press the **Update Data** button in the right part of the desktop (Fig. 15).




PROFILE INFO

 Fullname


Jan Bogacki

 Email


jbogacki@wp.pl


 Address

Firmowa 5 ,




71-100 Szczecin

 Telephone

 Company

MCX

 Created

2014-06-16 11:46

Change data

Fig. 15 Editing user's profile

In the profile editing window you can modify your data and add an image, such as your photo. Once you have entered your changes, select the **Save** button (Fig. 16). Your user's profile will be updated.



EDIT: JAN BOGACKI

**Personal data**

Jan Bogacki

**Address**

Firmowa 5 Flat no 71-100 Szczecin

jbogacki@wp.pl Telephone

**Company**

MCX

Save

Choose File

Fig. 16 Saving updated user's profile

## 2. PROBLEMS TO BE SOLVED

### 2.1. ADDING NEW PROBLEM TO BE SOLVED

Case Study Creator offers companies the opportunity to report problem they are facing and get help from scientists in finding a solution. The problem is tackled and then presented in a form of a case study.

In order to submit a problem you wish to be solved select the **Add Problem** tab from the **Submitted Problems** menu entry tab (Fig. 17)

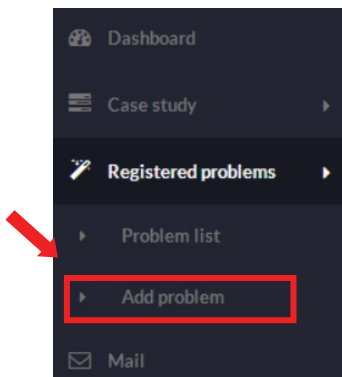


Fig. 17 Adding a problem you wish to be solved

The **Add Problem** command opens a window with the enquiry form (Fig. 18).

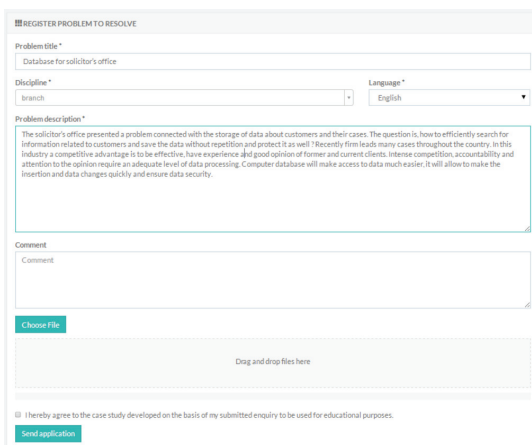


Fig. 18 Enquiry Form

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.

---

The enquiry form consists of three text fields:

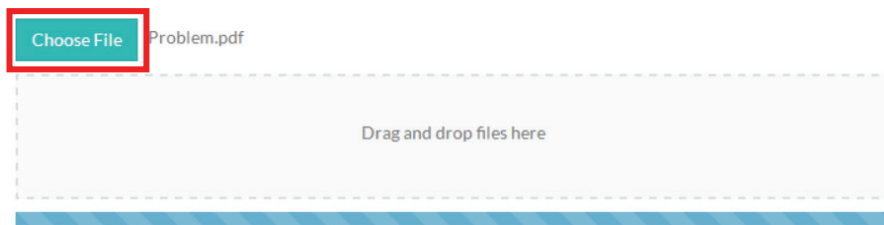
**Problem Title:** the label you give to the reported problem (maximum of 255 characters)

**Problem Description:** detailed description of the problem which is going to be solved and then presented as a case study

**Comments:** additional information about the submitted problem

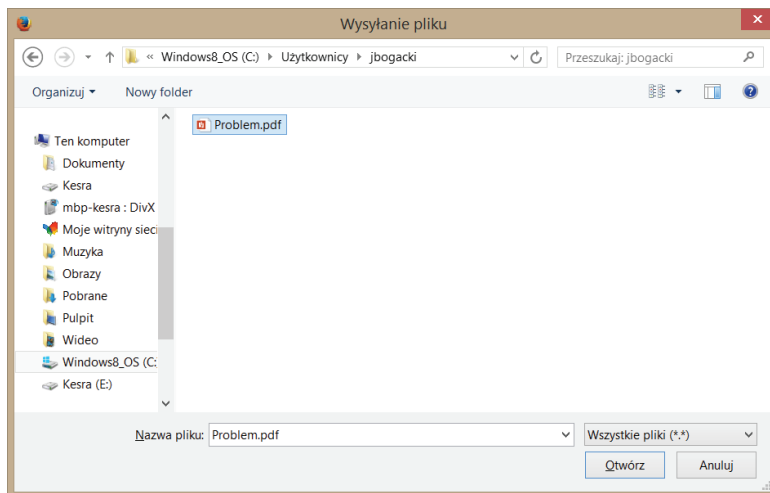
You can also attribute the problem to a particular area, which you can choose from a popped out list, or select a language of your choice.

When submitting your enquiry you can add enclosures by clicking on **Choose File** button or by dragging the file to the right position (Fig. 19)



**Fig. 19 Adding enclosures**

Select the file you want to add from the list in a separate window (Fig. 20).



**Fig. 20 Selection of files**

At the bottom of the Enquiry Form there is a box you need to tick to give your consent for your case study to be used for teaching purposes:

☒ I hereby agree to the case study developed on the basis of my submitted enquiry to be used for educational purposes.

To submit the problem you want to be solved click on the **Send Enquiry** button.

Every enquiry is given a unique **Reference Number** so that you can track the status of your enquiry. There are three statuses: **Registered**, **Addressed**, **Solved**, each marked in a different color (Fig. 21).

---

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.

2014-02-07	Taken	0
2014-02-04	Taken	0
2014-02-17	Registered	0
2014-02-06	Resolved	1

**Fig. 21 Enquiry status**

The submitted problem is automatically given a Registered status.

Status of problem solving realization is presented with the progress bar (Fig. 23). For a solved problem the bar takes on a green color. Problems taken, that are being solving, are indicated by a yellow stripe with the length dependent on the degree of work advancement. Work progress is measured by the number of stages to which the text has been entered.

Taken	0	
Taken	0	
Resolved	1	

**Fig. 22 Progress bar**

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centrefor Knowledge and Technology Transfer of University of Szczecin Ltd.





## 2.2. ENQUIRY STATUS

You can track your enquiry status from your Company level. In order to do this select the **Submitted Problems** menu entry on the left of the desktop, and then click on **List of Problems** (Fig. 23).

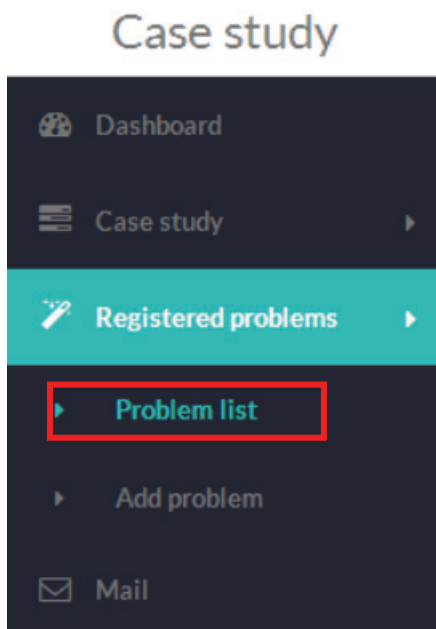


Fig. 23 Submitted Problems option

A list of problems submitted by your company will be displayed, along with their current **Registered**, **Addressed** or **Solved** status (Fig. 24).

LIST OF PROBLEMS TO RESOLVE						
Search		Rows 1/1				
#	Title	Reg. date	Status	Number of solutions	Progress	Actions
1	Database for solicitor's office	2014-02-17	Registered	0		<a href="#">View</a>
Show <span>20</span> Rows per page <span>first</span> <span>previous</span> <span>1</span> <span>next</span> <span>last</span>						

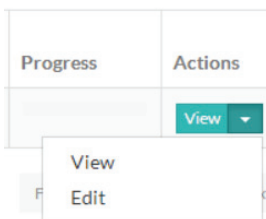
**Fig. 24 List of submitted problems**

## 2.3. LIST OF PROBLEMS

Once you have selected **Submitted Problems** and then **List of Problems**, the tab of **List of Problems to be Solved** will appear. You will be able to view the enquiries, but only the ones that have been submitted by you (Fig. 24).

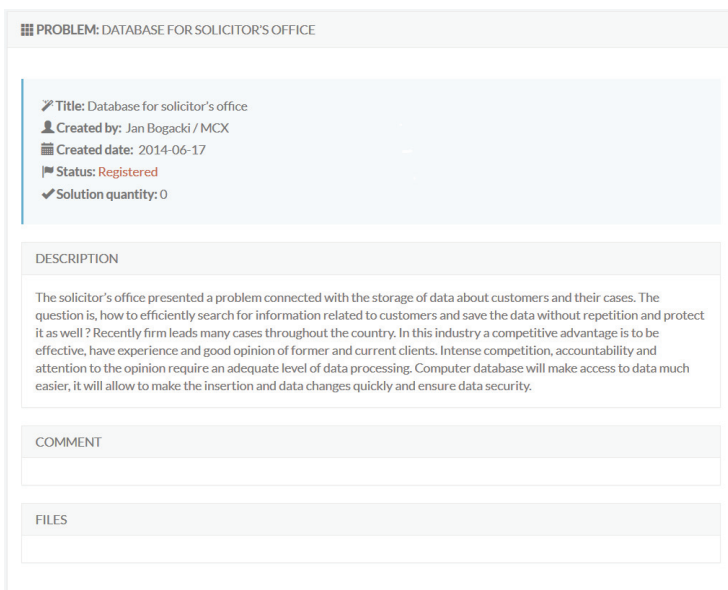
Here you can check the problem title, its registration date, the enquiry current status and the number of proposed solutions. In the **Actions** column there are two buttons (Fig. 25):

- **Show** which gives access to the view of your submitted problem
- **Edit** where you can re-edit the submitted problem



**Fig. 25 Actions**

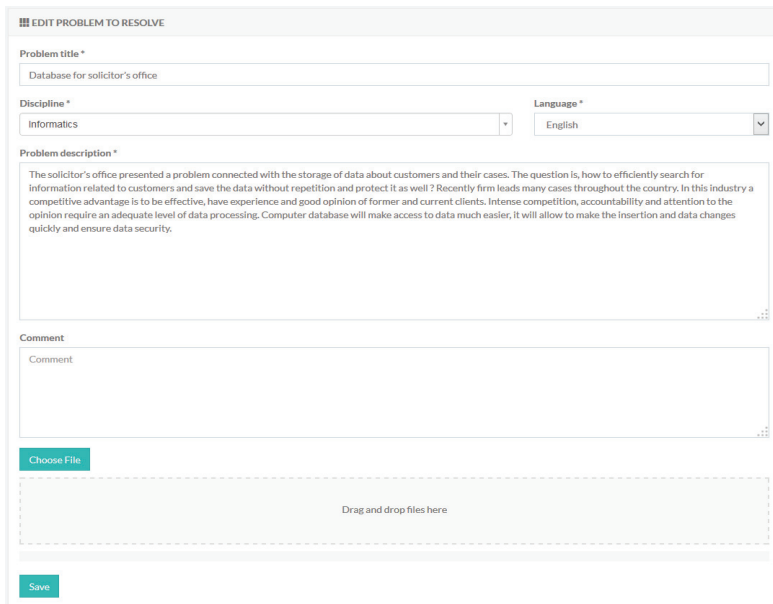
The **Show** tab gives you the access to a window with details about your problem to be solved (Fig. 26).

A screenshot of a web application window titled 'PROBLEM: DATABASE FOR SOLICITOR'S OFFICE'. The window contains several sections: a header with a grid icon, a light blue box with metadata (Title, Created by, Created date, Status, Solution quantity), a 'DESCRIPTION' section with a text area, a 'COMMENT' section with a text area, and a 'FILES' section with a list of files. The 'Status' is 'Registered' in red. The 'Solution quantity' is '0'. The 'DESCRIPTION' text describes a problem with data storage and security for a solicitor's office. The 'COMMENT' and 'FILES' sections are currently empty.

**Fig. 26 The Show button**

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.

The **Edit** command gives you the access to a window where you can modify individual elements of your enquiry (Fig. 27).



**EDIT PROBLEM TO RESOLVE**

Problem title \*

Database for solicitor's office

Discipline \*

Informatics

Language \*

English

Problem description \*

The solicitor's office presented a problem connected with the storage of data about customers and their cases. The question is, how to efficiently search for information related to customers and save the data without repetition and protect it as well? Recently firm leads many cases throughout the country. In this industry a competitive advantage is to be effective, have experience and good opinion of former and current clients. Intense competition, accountability and attention to the opinion require an adequate level of data processing. Computer database will make access to data much easier, it will allow to make the insertion and data changes quickly and ensure data security.

Comment

Comment

Choose File

Drag and drop files here

Save

**Fig. 27 The Edit button**

### 3. CASE STUDIES

If you want to scroll through all the case studies available in Case Study Creator, select the **Case Studies** tab from the left part of the desktop and then click on the **Browse** button (Fig. 28).

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.



## Case study

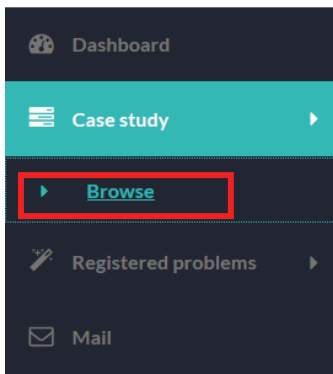


Fig. 28 The Browse tab

They are displayed in a column, as in Fig. 29.

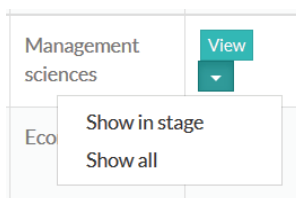
BROWSING CASE STUDIES			
<div>Search</div> <div>Discipline</div> <div>Rows 14/14</div>			
#	Title	Discipline	Actions
1	Database for solicitor's office	Informatics	<div>View</div>
2	Choice of project management software on the example of the design industry company (Midcon Designer Ltd.)	Management sciences	<div>View</div>
3	CHOICE A COMPANY OFFERING CLEANING SERVICES FOR THE RESIDENTIAL COMMUNITY „VALLEY OF THE SUN"	Economics	<div>View</div>
4	Analysis of Training Needs	Management sciences	<div>View</div>

Fig. 29 List of Case Studies

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centrefor Knowledge and Technology Transfer of University of Szczecin Ltd.

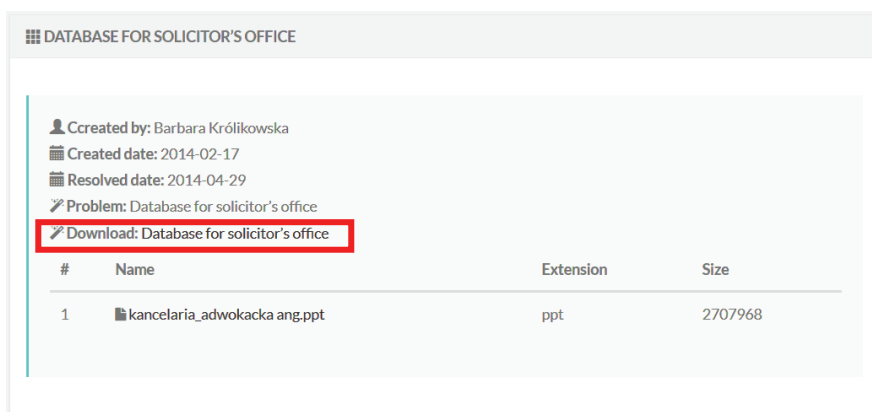
Apart from scrolling through the list of case studies, you can also search for key words or filter entries according to your area of choice.

There are two options to view each of the case studies: **View Stages** and **View All** (Fig. 30).



**Fig. 30 The View tab**

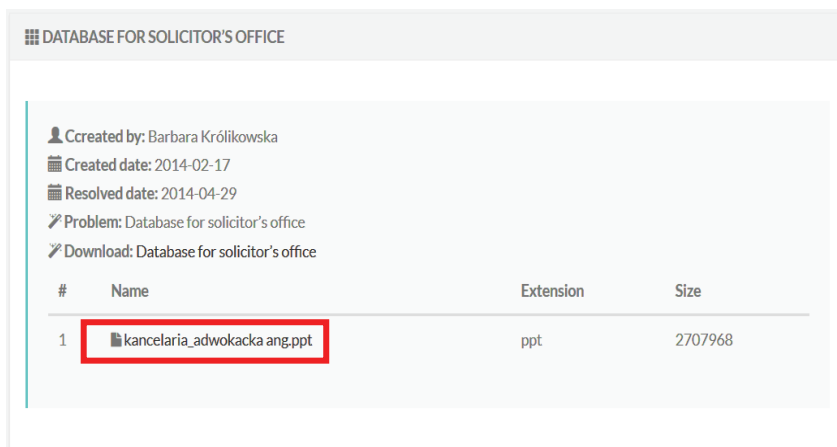
The **View All** button opens the window with basic information about the viewed case study and gives you access to its PDF version by clicking on **Download** button (Fig. 31).



**Fig. 31 The Download button**

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.

You can download the file attached by the case study author by clicking on the file name ( Fig. 32)



**Fig. 32 Downloading attachments to a case study**

Selecting **View Stages** in the **Browse Case Studies** window gives you access to individual elements of a given case study. Subsequent case study stages are presented in a form of bookmarks as in Fig. 33.

Introduction (Background)	Purpose	Abstract	Subject environment	Issues	Main actors and their role
Problem risk	Variants for solving the problem	SWOT/PEST analysis	Conclusion	Attachments	

**Fig. 33 Bookmarks for case study stages**

Each bookmark represents an individual step on the way to solving the problem.

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.



The example of the case study stages is shown in Fig. 34-Fig. 44. The stages are in line with the case study methodology recommended in the Good Practice Manual.

Introduction (Background)	Purpose	Abstract	Subject environment	Issues	Main actors and their role
Problem risk	Variants for solving the problem	SWOT/PEST analysis	Conclusion	Attachments	
<p>You work at a solicitor's office, you have to provide efficient customer service, who need the legal advice. Workers in the office should have technological support in the data processing and exchange. Firm has 10 years of experience in legal services, in the field of criminal, commercial and civil law. It provides participation in the preparatory and judicial proceedings, as counsel or representative of the injured party. The experience and range of casework allows for the participation in the proceedings regardless of the type of cases. Firm also offers permanent and ad hoc legal support for entrepreneurs which are engaged in economic activities in any form, for individuals and public sector entities as well. Head Office is in Szczecin. Employees use computers connected in a local network with Internet access.</p>					

Fig. 34 View Stages – Background

Introduction (Background)	Purpose	Abstract	Subject environment	Issues	Main actors and their role
Problem risk	Variants for solving the problem	SWOT/PEST analysis	Conclusion	Attachments	
<p>The purpose of this case study is to design a database for a solicitor's office in supporting customer service processes. The procedure for designing a database consists of a sequence-defined models: conceptual, logical, physical. The first step is to analyze the information system of a law firm in the field of customer contact.</p> <p>Teaching objective: to bring closer the issue of creating a database using the relational model and the database management system: MS Access.</p>					

Fig. 35 View Stages - Purpose

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.





Introduction (Background)	Purpose	Abstract	Subject environment	Issues
Main actors and their role	Problem risk	Variants for solving the problem	SWOT/PEST analysis	
Conclusion	Attachments			

The study raises the problem of database systems. For everyday office work confidential data and personal information are used. Paper files require a lot of time for the organization, coordination and data storage. Often, the problem is rewriting, searching and calculation of liabilities.

Computer database will make access to data much easier, it will allow to make the insertion and data changes quickly and ensure data security.

Database systems are available on all computers, ranging from portable ones to mainframes or network servers. Of course, the possibilities offered by the database system are determined to some extent by the power of the hardware platform on which the system is installed.

The database system is a kind of electronic card-files. A database is a collection of data that contains the description of the facts in a certain area of the organization. A database system includes: data, hardware, software and users. The data are stored in the database according to a particular data model. The data model is a data architecture that determines how data (objects and their properties) are defined, and how it should be handled to remain integral. The database requires a dedicated application of DBMS (Database Management System) such as MS Access, MySQL, MS SQL, ORACLE.

This case study presents a procedure for designing relational database for customer records and cases conducted by the solicitor's office.

Fig. 36 View Stages - Abstract

Introduction (Background)	Purpose	Abstract	Subject environment	Issues
Main actors and their role	Problem risk	Variants for solving the problem	SWOT/PEST analysis	
Conclusion	Attachments			

**Office's environment**

The area of operation of the solicitor's office is primarily Szczecin. Recently firm leads many cases throughout the country. In this industry a competitive advantage is to be effective, have experience and good opinion of former and current clients. Intense competition, accountability and attention to the opinion require an adequate level of data processing.

Fig. 37 View Stages – Subject Environment

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centrefor Knowledge and Technology Transfer of University of Szczecin Ltd.



Introduction (Background)	Purpose	Abstract	Subject environment	Issues
Main actors and their role	Problem risk	Variants for solving the problem		SWOT/PEST analysis
Conclusion	Attachments			

The solicitor's office presented a problem connected with the storage of data about customers and their cases. The question is, how to efficiently search for information related to customers and save the data without repetition and protect it as well. The solution is a computer database.

The database is a data warehouse, which has an internal structure which allows the disciplined use of data in decision support process. The database must satisfy the following conditions:

**Fig. 38 View Stages – Issues**

Introduction (Background)	Purpose	Abstract	Subject environment	Issues	Main actors and their role
Problem risk	Variants for solving the problem	SWOT/PEST analysis	Conclusion	Attachments	

The main actors of this case study are lawyers employed by the firm and the staff of secretary's office. Attorneys perform tasks in the field of legal services, which are led by the office. Secretary's staff support contacts with clients, courts and all external entities.

Persons appearing in the background of this study are: IT specialist executing the tasks associated with maintaining the existing infrastructure of the office.

**Fig. 39 . View Stages– Main Actors and Their Roles**

Introduction (Background)	Purpose	Abstract	Subject environment	Issues
Main actors and their role	Problem risk	Variants for solving the problem		SWOT/PEST analysis
Conclusion	Attachments			

In the law firm a number of lawyers and staff of the secretary's office is working. Customer reports to the office by the secretariat, where he is recorded. A record of his identity: ID No., name, Address, phone and the problem with which he reported to the office are kept. Solicitor's office provides:

- legal advice,
- the power of attorney and the defence of a client in court,
- ad hoc or permanent legal support.

**Fig. 40 View Stages – Problem Risk**

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centrefor Knowledge and Technology Transfer of University of Szczecin Ltd.



Introduction (Background)	Purpose	Abstract	Subject environment	Issues
Main actors and their role	Problem risk	Variants for solving the problem	SWOT/PEST analysis	
Conclusion	Attachments			

Database design is a process of modeling. The first step is the analysis of requirements, which defines the functions and tasks carried out in a law firm. The area of analysis is represented by the entity, the relationship between them and attributes. Entity is defined as an individual, recognizable thing or object that is to be represented in the databas [1]. Entity may be a physical object, a person or an event, such as: lawyer, case, legal service. The database is represented only by entities related to each other. The type of relationship (1:1, 1: n, n: n) must be specified. Each entity is characterized by entity attributes - features – which are necessary to perform the function or task. Entities in the database are attorneys that are linked to the client cases entities. The attributes of attorney will be: surname, first name, phone, etc. The attributes of customer case will be: the date of notification, ID No of a client, topic of the case, the judgment.

**Fig. 41 View Stages – Variants for Solving the Problem**

Introduction (Background)	Purpose	Abstract	Subject environment	Issues
Main actors and their role	Problem risk	Variants for solving the problem	SWOT/PEST analysis	
Conclusion	Attachments			

The proposed database solves the problem of a law firm in terms of customer records and cases handled by the office. SWOT analysis - assessment of the strengths and weaknesses of solution facilitate its evaluation. There is no universal indicators of strengths and weaknesses of relational database.

Relational database for law firm in MS Access - SWOT analysis

	Factor
Strengths	<ul style="list-style-type: none"> <li>• easy, quick handling data,</li> <li>• durability of data,</li> <li>• the ability to grant permissions and passwords,</li> <li>• the ability to create additional software (macros, modules),</li> <li>• low cost of implementation,</li> </ul>


**Fig. 42 View Stages – SWOT/PEST Analysis**

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centrefor Knowledge and Technology Transfer of University of Szczecin Ltd.

Introduction (Background)	Purpose	Abstract	Subject environment	Issues	Main actors and their role
Problem risk	Variants for solving the problem	SWOT/PEST analysis	Conclusion	Attachments	
<p>Introduction of the database will improve the quality of office work, which as a result will translate into a better outcome of the firm. With increasing competition it will be an important part of the competitive advantage on the legal services market. The proposed DBMS does not require significant changes in the IT environment of the office. Database users will quickly master how to operate the database.</p>					

**Fig. 43 view stages – Resume**

The last view of the solved case contains a link to the attached files, if there are any. You can access them by clicking on the file name (Fig. 44).

Introduction (Background)	Purpose	Abstract	Subject environment	Issues	Main actors and their role
Problem risk	Variants for solving the problem	SWOT/PEST analysis	Conclusion	Attachments	
#	Name	Extension	Size		
1	 kancelaria_adwokacka ang.ppt	ppt	2707968		

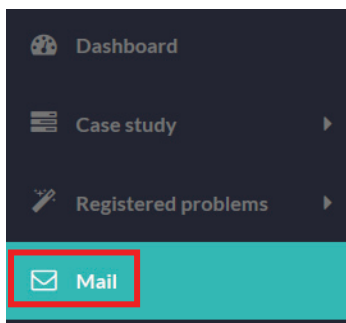
**Fig. 44 View Stages – Attachments**

## 4. CONTACT WITH OTHER USERS OF CASE STUDY CREATOR

Every entrepreneur using Case Study Creator can get in touch with other owners of a CSC account.

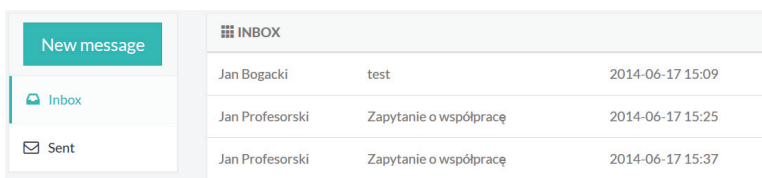
In order to do this select the **Mail** command on the left side of the desktop (Fig. 45).

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centrefor Knowledge and Technology Transfer of University of Szczecin Ltd.



**Fig. 45 Mail tab**

This is how you get access to the internal programme enabling communication among the Case Study creator users (Fig. 46).



**Fig. 46 Mail functionality**

**Inbox** contains messages received by a logged user. You can answer a message and send it to another system user.

**Outbox** folder contains messages that a logged user has sent.

**New Message** is a functionality allowing you to send a message to any user that is registered in the system. You select an addressee from the list (Fig. 47).



NEW MESSAGE

To:

Jan Profesorski (jprofesorski)

Subject:

Zapytanie o konsultacje

H1H2H3H4H5H6pre"BBIU

Witam,  
Chciałbym uzyskać kontakt w sprawie możliwości przeprowadzenia konsultacji naukowej.  
  
Pozdrawiam  
Jan Bogacki

Send

Cancel

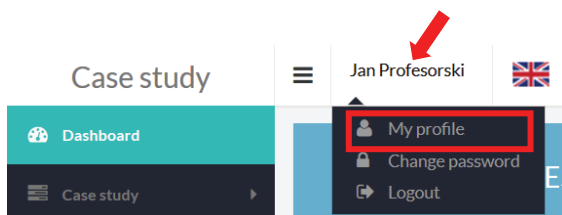
Fig. 47 Creating a new message

# PART III – INFORMATION FOR ACADEMIC TEACHERS AND STUDENTS

The Case Study Creator functionalities designed for Teachers and Students are similar, so they will not be described separately. All the instructions for Teachers refer for Students as well, with only one exception – Students cannot publish their case studies. They can create them and solve problems reported by Entrepreneurs, but they are not able to share their solutions with other users. The solution approval and publication are reserved for Teachers only.

## 1. USER'S PROFILE

As an Academic Teacher/Student who has logged into the system you can browse and modify your User's Profile. In order to edit your profile select **My Profile** from the tab bar at the top of the screen by clicking on your name (Fig. 48).



**Fig. 48 Going to User's Profile**

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.



Then press the **Update Data** button in the right part of the desktop (Fig. 49).

**PROFILE INFO**

	Fullname	prof. dr hab. Jan Profesorski
	Email	jprofesorski@pomeranius.pl
	Address	Piastów 12,
		71-101 Szczecin
	Telephone	
	University	ZUT w Szczecinie
	Created	2014-06-16 14:31
<div>Change data</div>		

Fig. 49 Going to Update Data

In the profile editing window you can modify your data and add an image, such as your photo. Once you have entered your changes, select the **Save** button (Fig. 16). Your user's profile will be updated (Fig. 50).





Fig. 50 Saving updated user's profile

## 2. PROBLEMS TO BE SOLVED AND CASE STUDY CREATION

### 2.1. LIST OF PROBLEMS

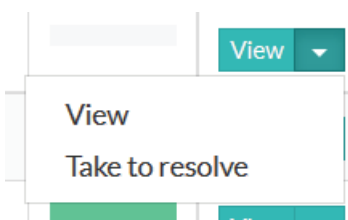
To display **List of Problems to be Solved** select **Submitted Problems** in the left part of the desktop and then click on **List of Problems**. Teachers can scroll through the list of submitted problems (Fig. 51).

LIST OF PROBLEMS TO RESOLVE						
Search		Discipline	Rows 14/14			
#	Title	Reg. date	Status	Number of solutions	Progress	Actions
1	Analysis of arranging warehouse stock	2014-02-06	Resolved	1	<div></div>	<a href="#">View</a>
2	Analysis of the activity of a business in terms of increasing sales	2014-02-08	Resolved	1	<div></div>	<a href="#">View</a>
8	Database for solicitor's office	2014-02-17	Registered	0	<div></div>	<a href="#">View</a>
9	Defining the size of the optimal order	2014-02-06	Resolved	1	<div></div>	<a href="#">View</a>

**Fig. 51 List of Submitted Problems**

In the view of submitted problems a Teacher/Student can check the enquiry title, its registration date, its status and the number of proposed solutions. There are two buttons in the **Action** column (Fig. 52):

- **Show** to open the enquiry preview
- **Tackle** to give you access to dealing with the problem



**Fig. 52 The Action column**



Having selected the **Show** button you will see a window with the details of the submitted problem to be solved. When you decide to deal with the problem, you can proceed by clicking on the **Tackle** button (Fig. 53).

PROBLEM: DATABASE FOR SOLICITOR'S OFFICE

Title: Database for solicitor's office

Created by: Jan Bogacki / MCX

Created date: 2014-06-17

Status: Registered

Solution quantity: 0

DESCRIPTION

The solicitor's office presented a problem connected with the storage of data about customers and their cases. The question is, how to efficiently search for information related to customers and save the data without repetition and protect it as well? Recently firm leads many cases throughout the country. In this industry a competitive advantage is to be effective, have experience and good opinion of former and current clients. Intense competition, accountability and attention to the opinion require an adequate level of data processing. Computer database will make access to data much easier, it will allow to make the insertion and data changes quickly and ensure data security.

COMMENT

FILES

Take to resolve

Fig. 53 Tackling the problem to be solved

Once you have selected **Tackle**, a window appears where you can start creating your case study.

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.



You can address problems of both Registered, Addressed and Solved status (which means that the problem has been already solved or is being solved by another Case Study Creator).

When a Teacher chooses the **Tackle** command, the status of the enquiry changes from **Registered** to **Addressed**.

## 2.2. CREATE A CASE STUDY

When you decide to deal with the problem to be solved, the **Create Case Study** window opens. In the **Problem** field you will see the title of the submitted problem (Fig. 54).

EDIT: DATABASE FOR SOLICITOR'S OFFICE

Discipline \*

Name \*

Database for solicitor's office

- ☐ Introduction (Background) ⓘ
- ☐ Purpose ⓘ
- ☐ Abstract ⓘ
- ☐ Subject environment ⓘ
- ☐ Issues ⓘ
- ☐ Main actors and their role ⓘ
- ☐ Problem risk ⓘ
- ☐ Variants for solving the problem ⓘ
- ☐ SWOT/PEST analysis ⓘ
- ☐ Conclusion ⓘ
- ☐ Attachments ⓘ

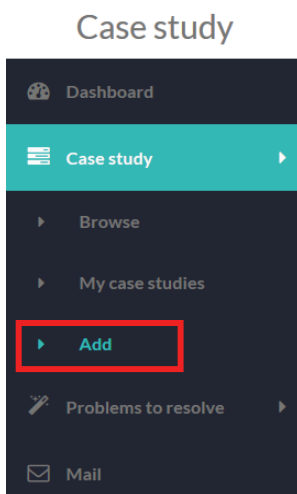
Save

Fig. 54 Create Case Study view

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centrefor Knowledge and Technology Transfer of University of Szczecin Ltd.

Then you match the area (selected from the list) to the character of the problem, give your case study a name and define its structure.

Another option of the case study creation (other than basing on the problem reported by a company) is to come up with a completely new case study which is not related to any submitted enquiry. This being the case, select **Add** from the **Case Studies** position in the menu on the left of the desktop (Fig. 55).



**Fig. 55 Adding a new case study**

Selecting **Add** enables you to create a new case study which is not related to any prior enquiry. In order to do this enter the name of this case study in the **Name** field and attribute it to the appropriate area (Fig. 56).

**CREATING CASE STUDY**

Discipline \*  
Management sciences

Problem ☐ filter by discipline  
Database for solicitor's office

Name \*

☐ Introduction (Background) ⓘ  
☐ Purpose ⓘ  
☐ Abstract ⓘ  
☐ Subject environment ⓘ  
☐ Issues ⓘ  
☐ Main actors and their role ⓘ  
☐ Problem risk ⓘ  
☐ Variants for solving the problem ⓘ  
☐ SWOT/PEST analysis ⓘ  
☐ Conclusion ⓘ  
☐ Attachments ⓘ

Save

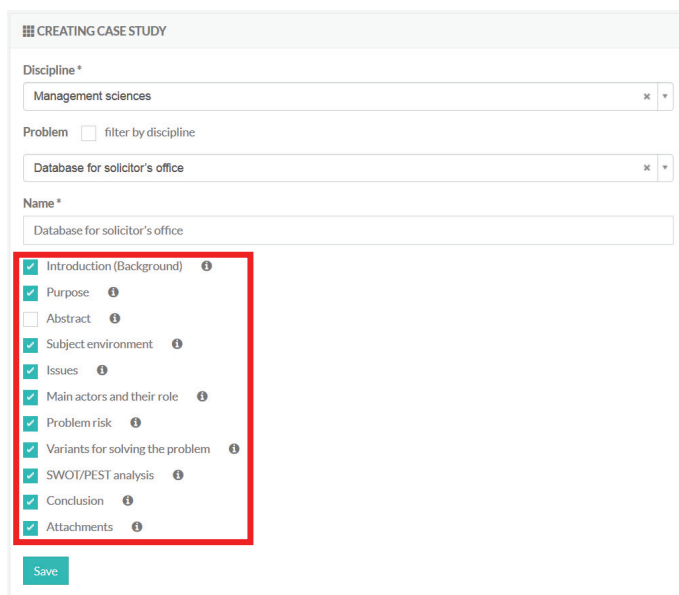
**Fig. 56 Adding a new case study**

When creating a case study it is essential to design its structure.

## 2.3. CASE STUDY STRUCTURE

Designing a case study structure means that you need to indicate (mark) the stages that you will follow when creating your case study. The omitted stages will not appear in the further course of your work (Fig. 57). More detailed information about individual steps of Case Study Creator are to be found in the Good Practice Manual (see the Introduction). The Good

Practice Manual discusses also what each element of the case study structure should include.



CREATING CASE STUDY

Discipline \*  
Management sciences

Problem ☐ filter by discipline  
Database for solicitor's office

Name \*  
Database for solicitor's office

- ☒ Introduction (Background)
- ☒ Purpose
- ☐ Abstract
- ☒ Subject environment
- ☒ Issues
- ☒ Main actors and their role
- ☒ Problem risk
- ☒ Variants for solving the problem
- ☒ SWOT/PEST analysis
- ☒ Conclusion
- ☒ Attachments

Save

Fig. 57 Designing your case study structure

The **Save** button both saves the marked case study stages and takes you the **Solve** window. There you type in the contents of individual steps in the text editor.

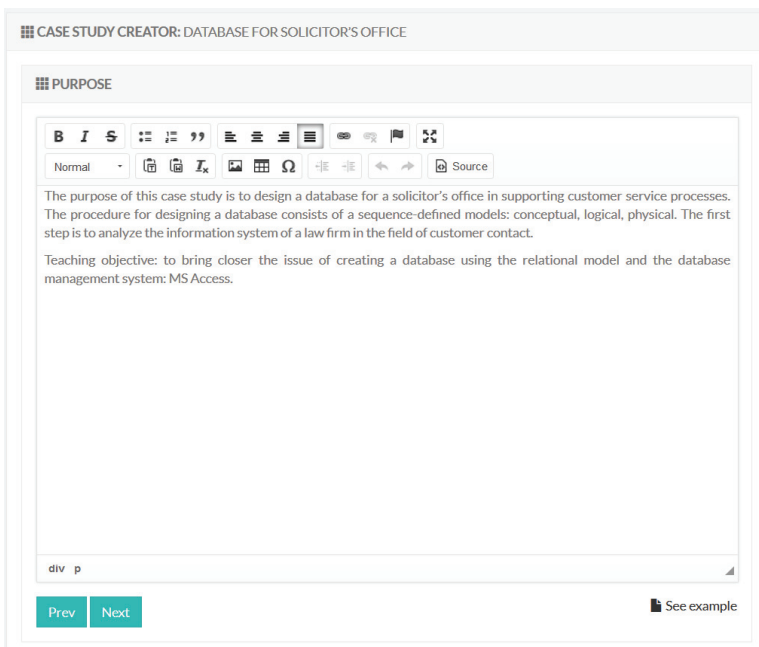
### 2.3.1. INTRODUCTION (BACKGROUND)

In the text editor window you give the problem's background, its characteristics and make a general introduction to the subject. You also describe the main actors and their roles (Fig. 58).

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.







**CASE STUDY CREATOR: DATABASE FOR SOLICITOR'S OFFICE**

**PURPOSE**

The purpose of this case study is to design a database for a solicitor's office in supporting customer service processes. The procedure for designing a database consists of a sequence-defined models: conceptual, logical, physical. The first step is to analyze the information system of a law firm in the field of customer contact.

Teaching objective: to bring closer the issue of creating a database using the relational model and the database management system: MS Access.

div p

Prev Next See example

**Fig. 59 Text Editor – your case study Purpose**

The text can be supplemented with pictures, tables, symbols, etc.

By pressing **Next** you move to another page while saving the case study Purpose.

### 2.3.3. ABSTRACT

In this text editor window type in the summary of your case study (Fig. 60). If this stage has not been marked before (see – Designing the case study structure), this window will not show.

---

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centrefor Knowledge and Technology Transfer of University of Szczecin Ltd.

**CASE STUDY CREATOR: DATABASE FOR SOLICITOR'S OFFICE**

**ABSTRACT**

**B I S** [List Bulleted] [List Numbered] [List Roman] [List Greek] [List Lower Roman] [List Upper Roman] [List Lower Greek] [List Upper Greek] [List Lower Latin] [List Upper Latin] [List Lower Cyrillic] [List Upper Cyrillic] [List Lower Arabic] [List Upper Arabic] [List Lower Hebrew] [List Upper Hebrew] [List Lower Devanagari] [List Upper Devanagari] [List Lower Thai] [List Upper Thai] [List Lower Vietnamese] [List Upper Vietnamese] [List Lower Khmer] [List Upper Khmer] [List Lower Lao] [List Upper Lao] [List Lower Burmese] [List Upper Burmese] [List Lower Tibetan] [List Upper Tibetan] [List Lower Mongolian] [List Upper Mongolian] [List Lower Japanese] [List Upper Japanese] [List Lower Korean] [List Upper Korean] [List Lower Vietnamese] [List Upper Vietnamese] [List Lower Khmer] [List Upper Khmer] [List Lower Lao] [List Upper Lao] [List Lower Burmese] [List Upper Burmese] [List Lower Tibetan] [List Upper Tibetan] [List Lower Mongolian] [List Upper Mongolian] [List Lower Japanese] [List Upper Japanese] [List Lower Korean] [List Upper Korean]

Format [List Bulleted] [List Numbered] [List Roman] [List Greek] [List Lower Roman] [List Upper Roman] [List Lower Greek] [List Upper Greek] [List Lower Latin] [List Upper Latin] [List Lower Cyrillic] [List Upper Cyrillic] [List Lower Arabic] [List Upper Arabic] [List Lower Hebrew] [List Upper Hebrew] [List Lower Devanagari] [List Upper Devanagari] [List Lower Thai] [List Upper Thai] [List Lower Vietnamese] [List Upper Vietnamese] [List Lower Khmer] [List Upper Khmer] [List Lower Lao] [List Upper Lao] [List Lower Burmese] [List Upper Burmese] [List Lower Tibetan] [List Upper Tibetan] [List Lower Mongolian] [List Upper Mongolian] [List Lower Japanese] [List Upper Japanese] [List Lower Korean] [List Upper Korean]

The study raises the problem of database systems. For everyday office work confidential data and personal information are used. Paper files require a lot of time for the organization, coordination and data storage. Often, the problem is rewriting, searching and calculation of liabilities.

Computer database will make access to data much easier, it will allow to make the insertion and data changes quickly and ensure data security.

Database systems are available on all computers, ranging from portable ones to mainframes or network servers. Of course, the possibilities offered by the database system are determined to some extent by the power of the hardware platform on which the system is installed.

The database system is a kind of electronic card-files. A database is a collection of data that contains the description of the facts in a certain area of the organization. A database system includes: data, hardware, software and users. The data are stored in the database according to a particular data model. The data model is a data architecture that determines how data (objects and their properties) are defined, and how it should be handled to remain integral. The database requires a dedicated application of DBMS (Database Management System) such as MS Access, MySQL, MS SQL, ORACLE.

This case study presents a procedure for designing relational database for customer records and cases conducted by the solicitor's office.

[Prev](#) [Next](#) [See example](#)

**Fig. 60 Text Editor – your case study abstract**

The text can be supplemented with pictures, tables, symbols, etc.

By pressing **Next** you move to another page while saving the case study abstract.

### 2.3.4. SUBJECT ENVIRONMENT

In this text editor window you describe the environment of the company which is relevant to your case study (answer the questions where

---

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.



the company operates, what its history has been, describe the market) – Fig. 61.

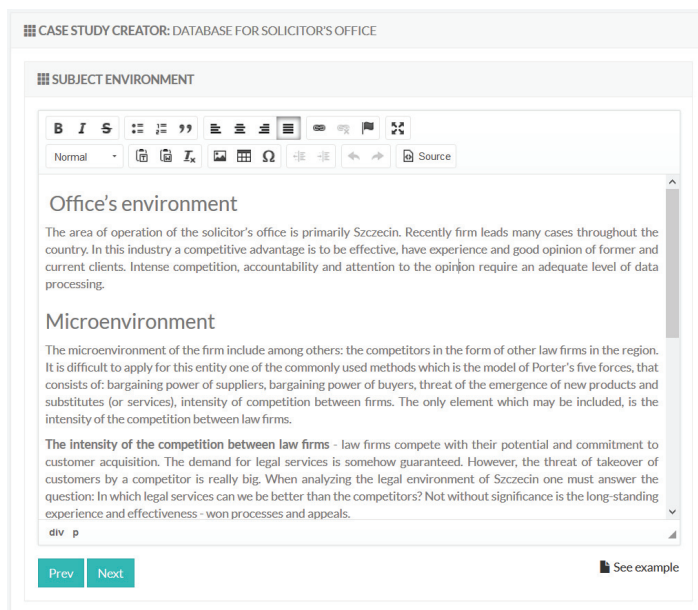


Fig. 61 Text Editor – company environment relevant to your case study

The text can be supplemented with pictures, tables, symbols, etc.

By pressing **Next** you move to another page while saving the company environment.

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.

### 2.3.5. ISSUES

In this text editor window you describe the area to which the problem belongs, i.e. what is the principal issue of the problem that your case study is going to address (Fig. 62).

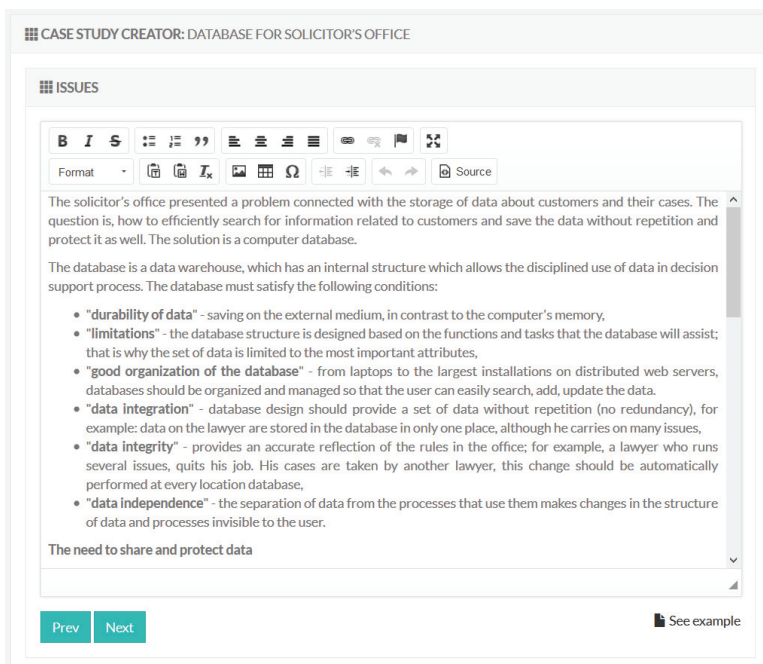


Fig. 62 Text Editor – the case study Issues

The text can be supplemented with pictures, tables, symbols, etc.

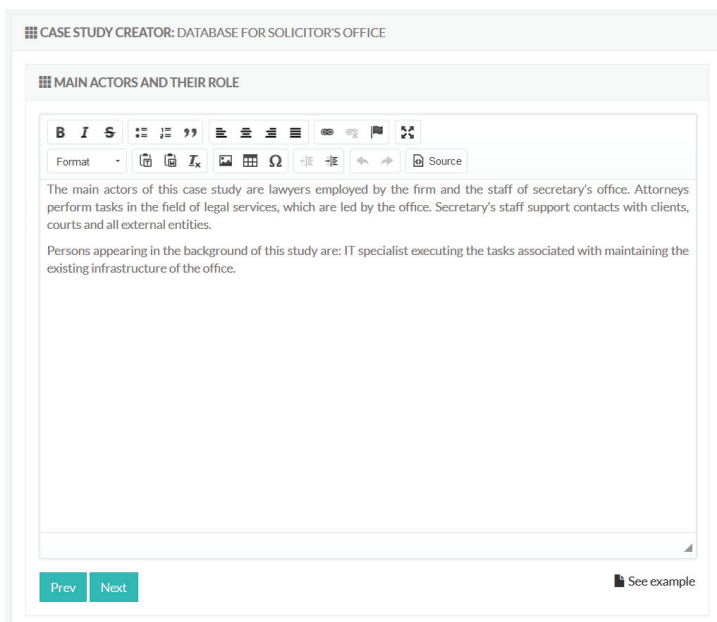
By pressing **Next** you move to another page while saving the case study Issues.

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.



## 2.3.6. MAIN ACTORS AND THEIR ROLE

In this text editor window you describe the main actors of the problem and their roles. Give their characteristics and outline their impact on the situation (Fig. 63).



**Fig. 63 Text Editor – main actors and their role in your case study**

The text can be supplemented with pictures, tables, symbols, etc.

By pressing **Next** you move to another page while saving the description of the main actors in your case study.

---

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.



### 2.3.7. PROBLEM RISKS

In this text editor window you describe the risks associated with the problem (issues related to time, organization, etc.) – what risks does the discussed problem carry for the company or individual actors? (Fig. 64)

**CASE STUDY CREATOR: DATABASE FOR SOLICITOR'S OFFICE**

**PROBLEM RISK**

**B I S** [List of icons] [Source]

Format [List of icons]

In the law firm a number of lawyers and staff of the secretary's office is working. Customer reports to the office by the secretariat, where he is recorded. A record of his identity: ID No., name, Address, phone and the problem with which he reported to the office are kept. Solicitor's office provides:

- legal advice,
- the power of attorney and the defence of a client in court,
- ad hoc or permanent legal support.

All legal services may be provided by one or more lawyers. The customer often repeatedly uses the services of the office. The digital form of the data stored in a database will allow to handle customer and find the story of his affairs. The database will greatly simplify data exchange procedures in the office.

Any IT solution involves some risk. The proposed solution does not belong to high-risk groups. It is a proven solution and in the vast majority it does not generate high costs. One solution to the problem is proposed because currently in the office the register of data is carried out in paper form. Workers use a text editor. The proposed solution is the first digital database for the office. Therefore, the relational model is the correct solution. Other models such as object-oriented require sophisticated analytical procedures, and appropriate DBMS performance.

**Prev** **Next** [See example](#)

Fig. 64 Text Editor – Problem Risks

The text can be supplemented with pictures, tables, symbols, etc.

By pressing **Next** you move to another page while saving the risks associated with the problem.

### 2.3.8. VARIANTS OF THE PROBLEM SOLUTION

In this text editor window you outline the variants of the solution to the problem (Fig. 65).

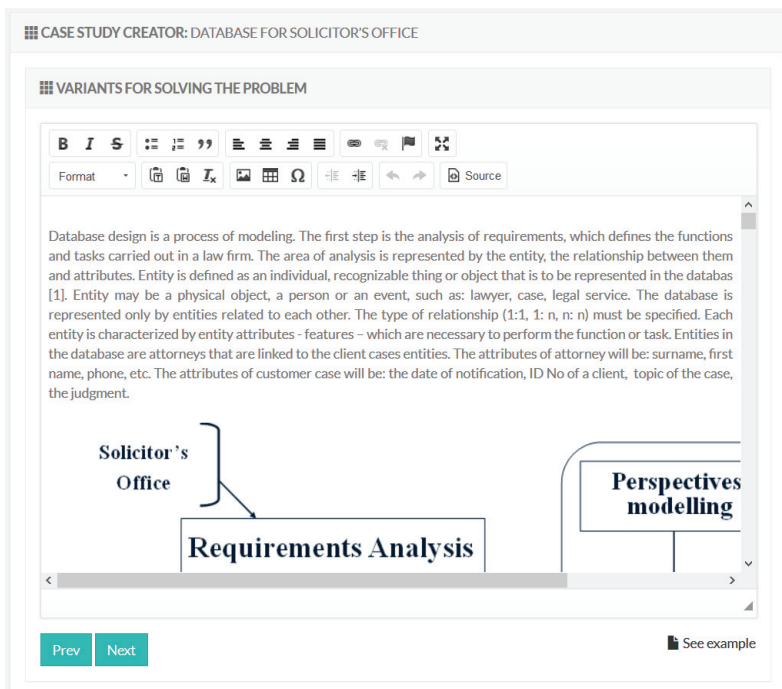


Fig. 65 Text editor – variants of the problem solution included in your case study

The text can be supplemented with pictures, tables, symbols, etc.

By pressing **Next** you move to another page while saving the variants of the problem solution.

---

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.

### 2.3.9. SWOT/PEST ANALYSIS

In this text editor window you can place the results of the SWOT/PEST analysis of individual solutions (Fig. 66). If this stage has not been marked before (see the window of Case Study Structure), this window will not show.

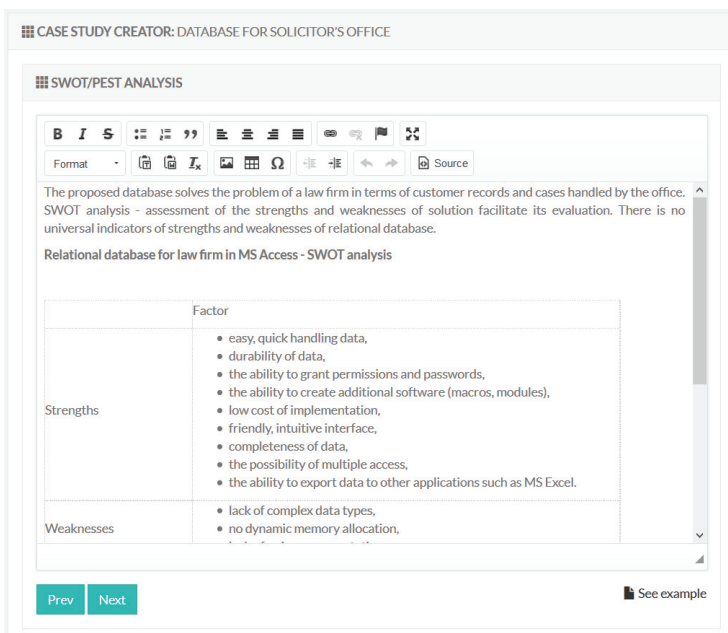


Fig. 66 Text Editor – SWOT/PEST analysis for your case study purpose

The text can be supplemented with pictures, tables, symbols, etc.

By pressing **Next** you move to another page while saving the SWOT/PEST analysis conducted for the purpose of your case study .

---

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.





## 2.3.10. CONCLUSION

In this text editor window you give your recommendations and conclusions concerning the discussed problem for the purpose of your case study (Fig. 67).

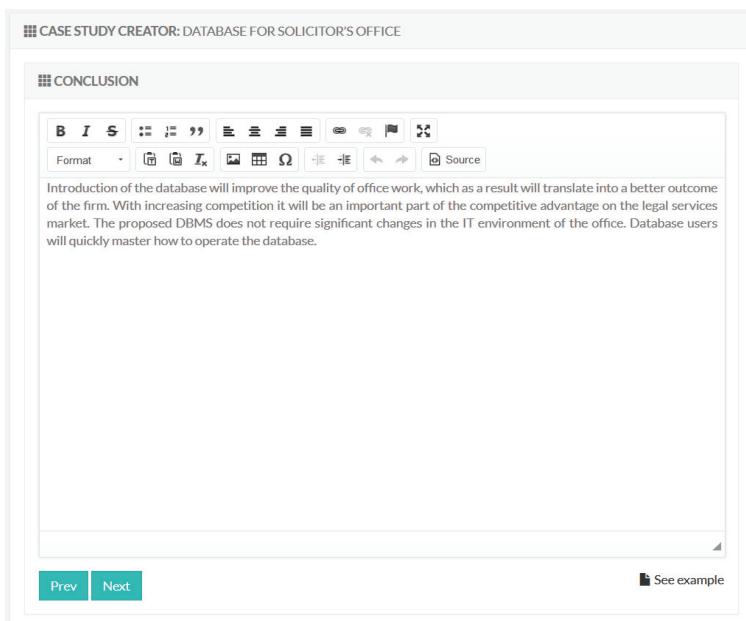


Fig. 67 Text Editor – Conclusion for your case study

The text can be supplemented with pictures, tables, symbols, etc.

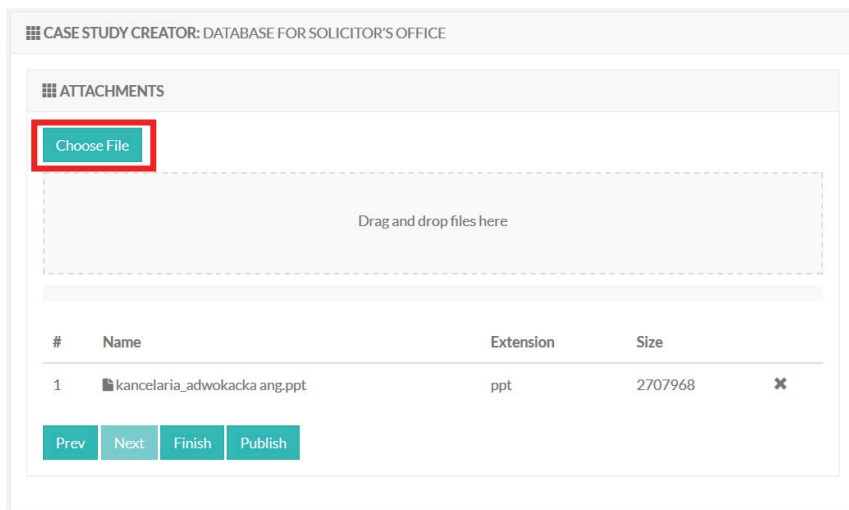
By pressing **Next** you move to another page while saving the conclusion for your case study.

---

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.

## 2.3.11. ATTACHMENTS

If you are a Teacher, you can attach additional files to your case study. In order to do this click on **Choose File** and mark files to be attached (Fig. 68).



CASE STUDY CREATOR: DATABASE FOR SOLICITOR'S OFFICE

ATTACHMENTS

Choose File

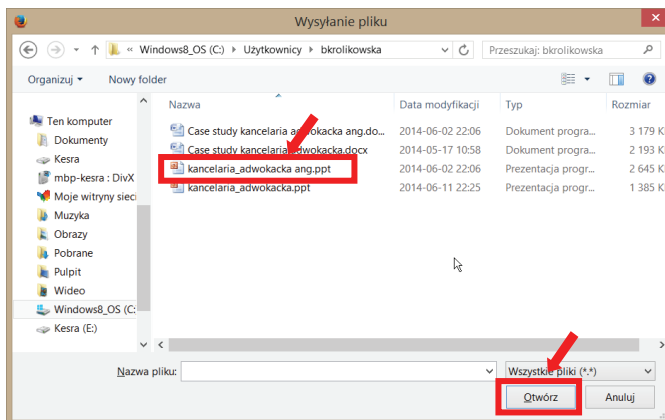
Drag and drop files here

#	Name	Extension	Size
1	kancelaria_adwokacka ang.ppt	ppt	2707968

Prev Next Finish Publish

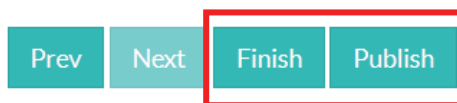
Fig. 68 Attaching files to your case study

When the Windows system window has opened, select the files that you want to attach to your case study (Fig. 69).



**Fig. 69** Selecting files to be attached

Having completed the last stage of the case study creation, you will see two new buttons, **Finish** and **Publish**, at the bottom of the window (Fig. 70).



**Fig. 70** Finishing the case study creation

By clicking on **Finish** you complete your case study creation, but you have not made it available to other users (it has not been published yet).

When you click on the **Publish** button, you ultimately end the process of developing your case study, i.e. you are not able introduce any modifications. It is now available to other users.

---

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centrefor Knowledge and Technology Transfer of University of Szczecin Ltd.



If your case study has been created in response to an entrepreneur's enquiry, its status changes from **Addressed** to **Solved**.

The entrepreneur who submitted the problem to be solved receives an e-mail informing them that the solution is available.

### 3. BROWSING AND EDITING CASE STUDIES

#### 3.1. LIST OF CASE STUDIES

If you are a Teacher and you want to get access to your own case studies, select the **My Case Studies** command from the **Case Studies** menu in the left part of the desktop (Fig. 71).

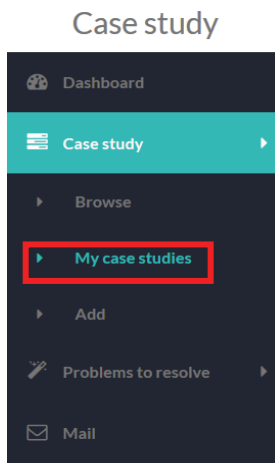


Fig. 71 My Case Studies command

The view of all your case studies will appear (Fig. 72).

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.

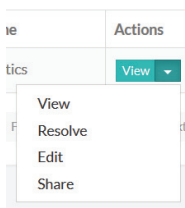


MY CASE STUDIES				
Search		Rows 1/1		
#	Status	Title	Discipline	Actions
1	Owner	Database for solicitor's office	Informatics	<a href="#">View</a>
Show <input type="text" value="20"/> Rows per page <span>First Previous <b>1</b> Next Last</span>				

**Fig. 72 List of case studies created by an academic teacher**

On the right side of your case study there is the **Show** button which opens a list of the following options (Fig. 73):

- **Show**
- **Solve**
- **Edit**
- **Share**



**Fig. 73 Show button options**

**SHOW** – displays individual stages of your case study. By switching bookmarks, you get access to its individual parts (according to its designed structure) – Fig. 74.

---

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.



DATABASE FOR SOLICITOR'S OFFICE

Created by: Jan Profesorski

Created date: 2014-06-17

Resolved date: 2014-06-17

Problem: Database for solicitor's office

Introduction (Background)	Purpose	Abstract	Subject environment	Issues	Main actors and their role
Problem risk	Variants for solving the problem	SWOT/PEST analysis	Conclusion	Attachments	

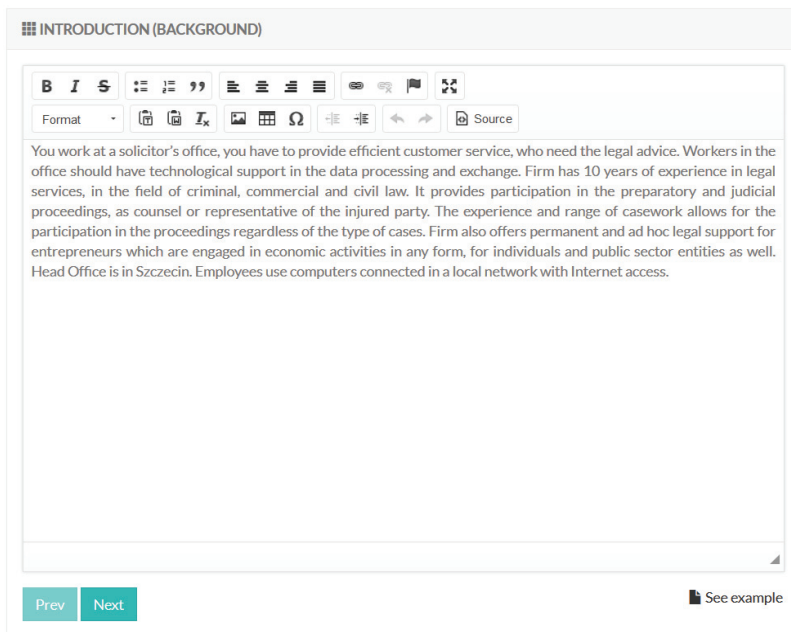
You work at a solicitor's office, you have to provide efficient customer service, who need the legal advice. Workers in the office should have technological support in the data processing and exchange. Firm has 10 years of experience in legal services, in the field of criminal, commercial and civil law. It provides participation in the preparatory and judicial proceedings, as counsel or representative of the injured party. The experience and range of casework allows for the participation in the proceedings regardless of the type of cases. Firm also offers permanent and ad hoc legal support for entrepreneurs which are engaged in economic activities in any form, for individuals and public sector entities as well. Head Office is in Szczecin. Employees use computers connected in a local network with Internet access.

Fig. 74 Browsing through your case study stages

**EDIT** – enables you to introduce substantive changes into the case study you have already saved: to change the Issues or the case study name and to modify the case study structure. You can remove a certain stage or add a new one by ticking it on the list (Fig. 75).

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centrefor Knowledge and Technology Transfer of University of Szczecin Ltd.

67



**Fig. 75 Re-editing a case study - background**

**SOLVE** – enables you to deal with the problem again, to modify the case study that have been already saved in line with its designed structure.

The procedure is the same as in the case of creating a new case study (which has been discussed above).

The example of a widow of the first stage of a case study creation is shown in Fig. 76.

---

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centrefor Knowledge and Technology Transfer of University of Szczecin Ltd.

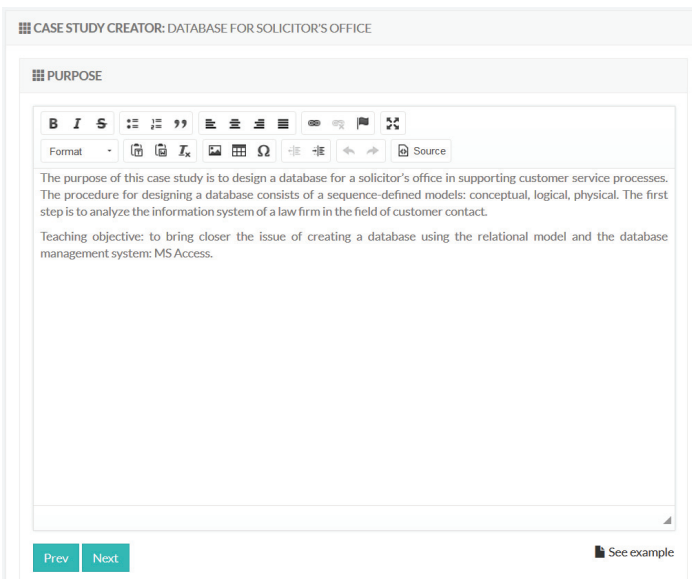


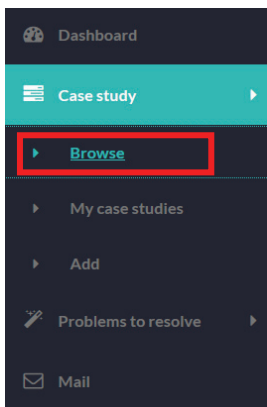
Fig. 76 Re-edition of a case study - purpose

**SHARE** – enables you to share your case study with other users.

### 3.2. BROWSING THROUGH CASE STUDIES

If you need access to all the case studies in Case Study creator, select the **Browse** command from the **Case Studies** menu on the left of the desktop (Fig. 77).





**Fig. 77 Browse command**

A view of all the completed case studies appears (Fig. 78).

BROWSING CASE STUDIES			
<input type="text" value="Search"/>		<input type="text" value="Discipline"/>	Rows 13/13
#	Title	Discipline	Actions
1	Choice of project management software on the example of the design industry company (Midcon Designer Ltd.)	Management sciences	<a href="#">View</a>
2	CHOICE A COMPANY OFFERING CLEANING SERVICES FOR THE RESIDENTIAL COMMUNITY „VALLEY OF THE SUN“	Economics	<a href="#">View</a>
3	Analysis of Training Needs	Management sciences	<a href="#">View</a>
4	The conception of connection Laboratory of Computer Tomography and Magnetic Resonance	Informatics	<a href="#">View</a>

**Fig. 78 List of case studies**

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centrefor Knowledge and Technology Transfer of University of Szczecin Ltd.



Apart from regular browsing through the displayed list of case studies you can also use key words or filter the entries according to a Issues of your choice.

Each case study can be browsed in two ways: **Show Stages** and **Show All** (Fig. 79).

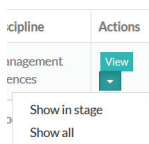


Fig. 79 Options of case study browsing

If you select **Show All**, a window will appear that contains basic information about the case study you are browsing through. You will also get access to the whole case study text in PDF format when you click on the **Download** button (Fig. 80).



Fig. 80 Downloading a case study in PDF format

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centrefor Knowledge and Technology Transfer of University of Szczecin Ltd.



You can download an attachment to the case study by clicking on the name of the attached file (Fig. 81)

CHOICE OF PROJECT MANAGEMENT SOFTWARE ON THE EXAMPLE OF THE DESIGN INDUSTRY COMPANY (MIDCON DESIGNER LTD.)

Anna Łatuszyńska

Created date: 2014-02-18

Resolved date: 2014-04-28

Problem: Choice of project management software

Download: Choice of project management software on the example of the design industry company (Midcon Designer Ltd.)

#	Name	Extension	Size
1	<div>Midcon - wersja dla Nauczyciela ang.ppt</div>	ppt	502272

**Fig. 81 Downloading files attached to the case study**

When you select **Show Stages** in the **Browse Case Studies** window, you will get access to individual parts of the case study which are presented in a form of bookmarks (Fig. 82).

Introduction (Background)	Purpose	Abstract	Subject environment	Issues	Main actors and their role
Problem risk	Variants for solving the problem	SWOT/PEST analysis	Conclusion	Attachments	

**Fig. 82 Browsing through of the case study stages**

By selecting individual bookmarks you display sub sequent stages of the case study.

The examples of stage views can be found in Fig. 83 and Fig. 84.

---

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centrefor Knowledge and Technology Transfer of University of Szczecin Ltd.

Introduction (Background)	Purpose	Abstract	Subject environment	Issues	Main actors and their role
Problem risk	Variants for solving the problem	SWOT/PEST analysis	Conclusion	Attachments	
<p>Midcon Designer Ltd. designs projects of vessels and offshore constructions. The President is particularly interested that all the orders company implements were ready at the specified time and that the company did not have to pay any contractual penalties for delay. Because of the revival of shipyard market, from some time the company has a lot of orders. At the same time it runs several different projects. With limited human resources (20 permanent employees and 10 consultants) it requires very good planning and management of each project to ensure that no contractor has received final design documents after the deadline. To assist this process, the company would need a project management software that will support and potentially optimize existing practices in this scope.</p>					

**Fig. 83 Case study browsing – Background**

Introduction (Background)	Purpose	Abstract	Subject environment	Issues	Main actors and their role
Problem risk	Variants for solving the problem	SWOT/PEST analysis	Conclusion	Attachments	
<p>The purpose of this case study is to show the selection process of appropriate software for project management and document workflow in the company, which would assist the existing practices based on ISO. The selected software should be adapted to the needs of the company and the nature of its activities in the project industry. Moreover, its implementation should not negatively affect the performance of the employees, or impede their work.</p> <p>This case study presents several variants of project management software possible to apply and presents their main advantages, disadvantages, and estimated costs.</p>					

**Fig. 84 Case study browsing – Purpose**

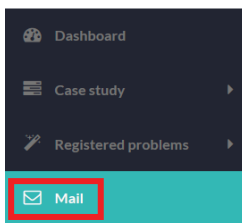
## 4. CONTACT WITH OTHER CASE STUDY CREATOR USERS

When using Case Study Creator an academic teacher or a student can get in touch with another CSC registered user.

In order to do this choose the **Mail** command in the left part of the desktop (Fig. 85).

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.

## Case study



**Fig. 85 Mail command**

A view of the internal communication system for CSC users will appear (Fig. 86).

New message		INBOX	
Inbox		Jan Bogacki	test 2014-06-17 15:09
Sent		Jan Profesorski	Zapytanie o współpracę 2014-06-17 15:25
		Jan Profesorski	Zapytanie o współpracę 2014-06-17 15:37

**Fig. 86 Internal communication system for CSC users**

**Inbox** - contains messages received by a logged user. You can answer the message or transfer it to another system user.

**Outbox** - contains messages sent by a user.

**New Message** enables you to send messages to all the CSC users. You can select your Addressees from the list (Fig. 87).



**NEW MESSAGE**

To: Jan Bogacki (jbogacki)

Subject: Zapytanie o współpracę

H1 H2 H3 H4 H5 H6 pre " B I U ☰ ☷ ☶

☰ ☷ ☶

Witam,  
Chciałbym nawiązać współpracę w sprawie stażu zawodowego w firmie.

Pozdrawiam  
Jan Profesorski|

Send Cancel

Fig. 87 Creating a new message

## PART IV - COLLECTIVE WORK

### 1. MAKING YOUR CASE STUDY AVAILABLE

Case Study Creator gives its users an opportunity to share parts of their case studies so that they can be corrected and rewritten. To this end select **Share** from the **My Case Studies** table in the **Case Study** menu (Fig. 88).

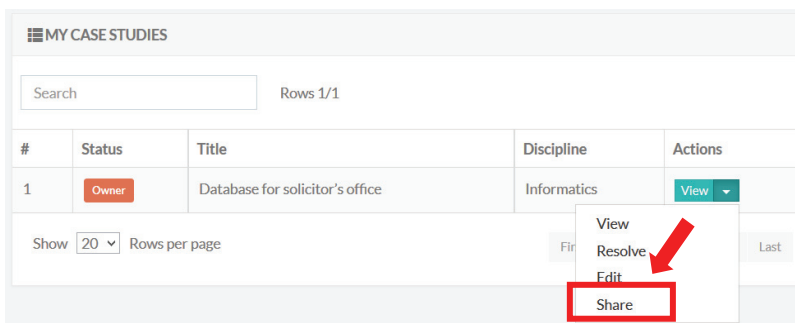
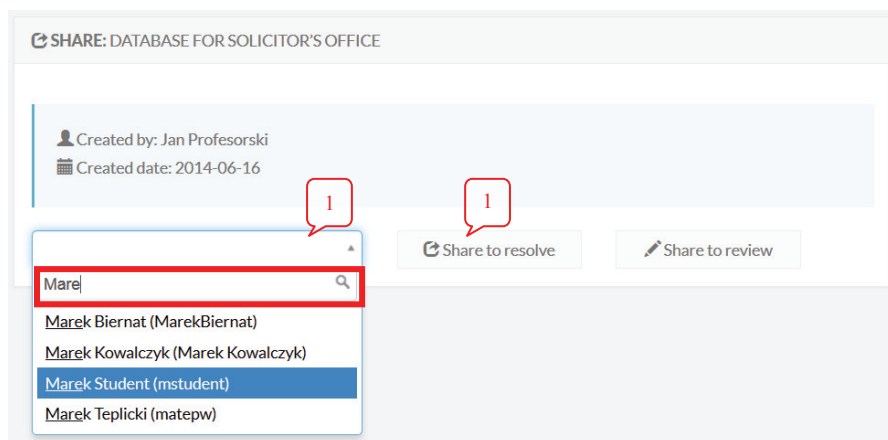


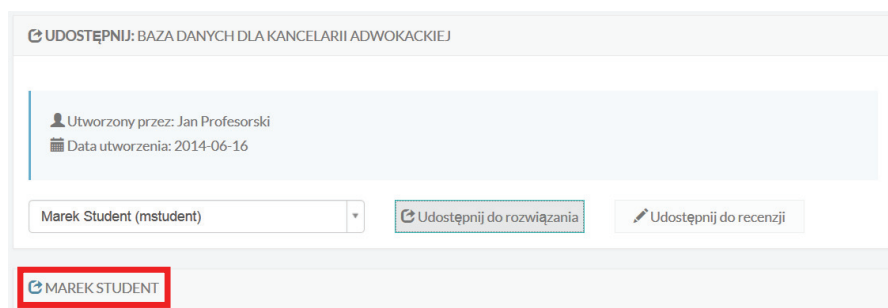
Fig. 88 Case study sharing

Once you have pressed the **Share** button, the **Share** list will drop down (Fig. 89) where you choose the case you wish to share. Then click on **Share to Be Solved**.



**Fig. 89 The Share view**

Having shared your file, you will see the name of a person who has been given access to your case study (Fig. 90).



**Fig. 90 The Share view after a case study has been made available**

When you have clicked on the name of a person to whom your case study has been made available, a view with the list of stages that are to be





shared will drop down (Fig. 91). There you mark the stages of your choice and save it by means of the **Save** button.

MAREK STUDENT

- ☒ Wstęp (wprowadzenie) ⓘ
- ☐ Cel ⓘ
- ☐ Streszczenie ⓘ
- ☒ Otoczenie podmiotu ⓘ
- ☐ Problematyka ⓘ
- ☐ Główni aktorzy i ich role ⓘ
- ☐ Ryzyka problemu ⓘ
- ☐ Warianty rozwiązywania problemu ⓘ
- ☐ Analiza SWOT/PEST ⓘ
- ☐ Podsumowanie ⓘ
- ☐ Załączniki ⓘ

**Zapisz**

Fig. 91 Making case study stages available

Once you have completed the sharing procedure, the person who has been given access to your case study will see them in the **My Case Studies** view (Fig. 92).

MOJE STUDIA PRZYPADKU

Szukaj Wierszy 1/1

#	Status	Tytuł	Dziedzina	Akcje
1	Do rozwiązania	Baza danych dla kancelarii adwokackiej	Informatyka	Pokaż ▾

Pokaż 20 wierszy na stronie


Pierwsza Poprzednia 1 Następna Ostatnia

Fig. 92 The view of My Case Studies where a case study has been made available

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.



A person who has been given access to a case study can browse through all its stages, but they can edit only these stages that have been marked to be shared. They are also not able to publish the case study.

A list of users who have been given access to a case study is placed under the **Share** view (Fig. 93). Their personal data are preceded with the  icon.

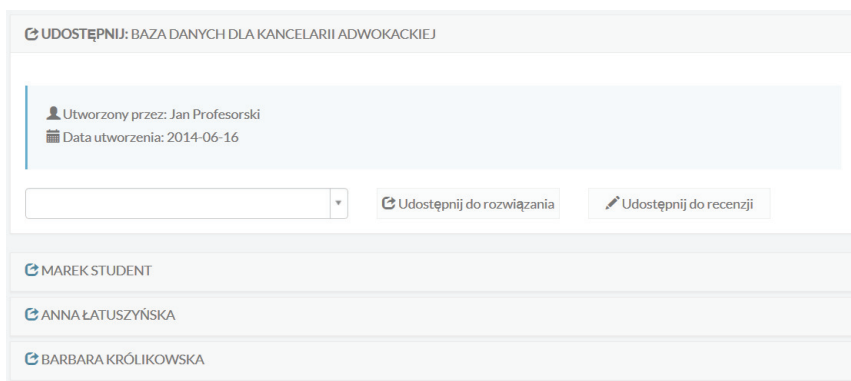
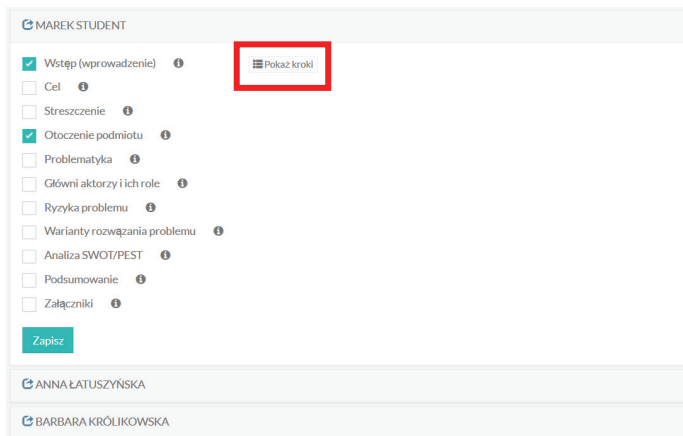


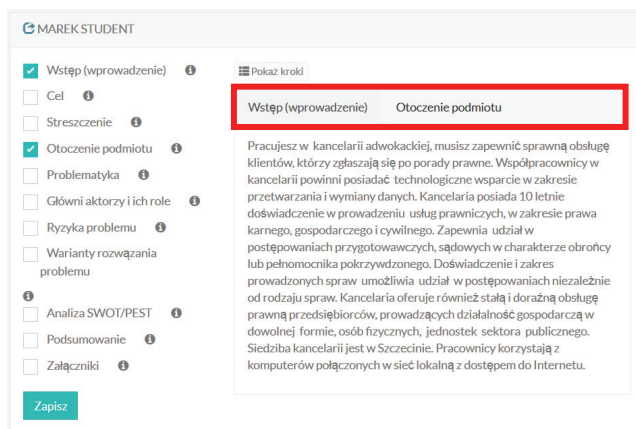
Fig. 93 List of users who have been given access a case study

If you click on the name, a view pops down where you can change your decision regarding the case study stages you wish to share with this person (Fig. 94). A second click on the name closes the view. Additionally, you can scroll the contents of the stages that have been made available to this person (Fig. 94) by clicking on **Show Stages**.



**Fig. 94 Browsing case study stages**

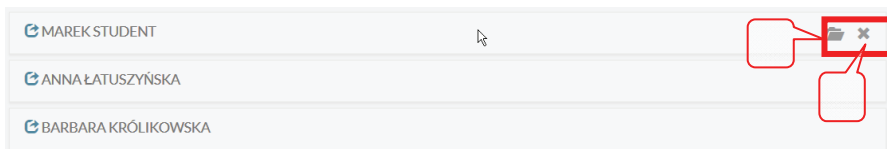
Having clicked **Show Stages**, you will see bookmarks of individual stages (Fig. 95). Select a stage by clicking on its bookmark.



**Fig. 95 Displaying the contents of case study stages**

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centrefor Knowledge and Technology Transfer of University of Szczecin Ltd.

When you move a cursor over the bar with the name of a person you have authorized, two icons will appear on the right (Fig. 96). The first one gives you access to the box where you can make changes to the case study stages you have made available before. Its functionality is the same as clicking on the authorized person's name. By selecting the second icon you terminate this person's access to your case study. They are deleted from the list placed under the **Share** view and they are no longer allowed to edit your case study.



**Fig. 96 Terminating the access to a case study**

## 2. MAKING YOUR CASE STUDY AVAILABLE FOR REVIEW

Your case study can be made available for reviewing purposes. The procedure is the same as when you make your case study available for edition: the **Case Studies** menu->**My Case Studies**, option: **Share** (Fig. 97).


**Fig. 97 Making your case study available for review**

To submit your case study for review you follow the same steps as in the case of making it available for editing. Once you have chosen the reviewer's name from the drop down list, press the **Share for review** button. The person's name will show on the list below the view (fig. 98).

Preceding this person's personal details there is the icon denoting the reviewer. You can add any number of reviewers.

**Fig. 98 Adding a reviewer**

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centrefor Knowledge and Technology Transfer of University of Szczecin Ltd.

You can both add and delete reviewers from the list. The deleting procedure is the same as in the case of terminating access to your case study: move a cursor to the bar with the reviewer's name (Fig. 99), click on the  icon in the right end of the bar and the reviewer's name will be deleted.

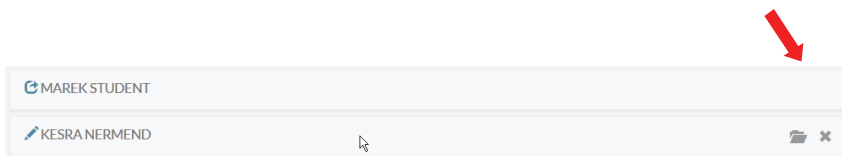
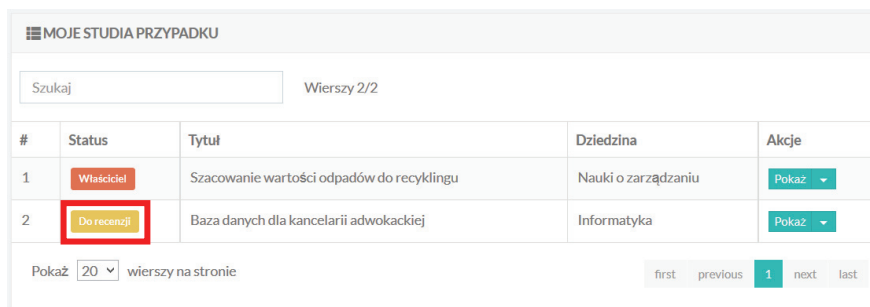


Fig. 99 Deleting the reviewer's name

Your case study will be visible for the reviewer in their **My Case Studies** view (menu: **Case Studies->My Case Studies**). It will be given a **For Review** status (fig. 100).



#	Status	Tytuł	Dziedzina	Akcje
1	Właściciel	Szacowanie wartości odpadów do recyklingu	Nauki o zarządzaniu	<a href="#">Pokaż</a>
2	Do recenzji	Baza danych dla kancelarii adwokackiej	Informatyka	<a href="#">Pokaż</a>

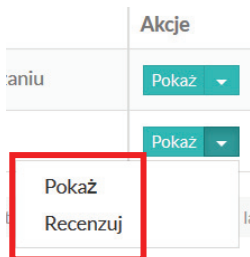
Pokaż  wierszy na stronie

first previous **1** next last

Fig. 100 A case study submitted for review

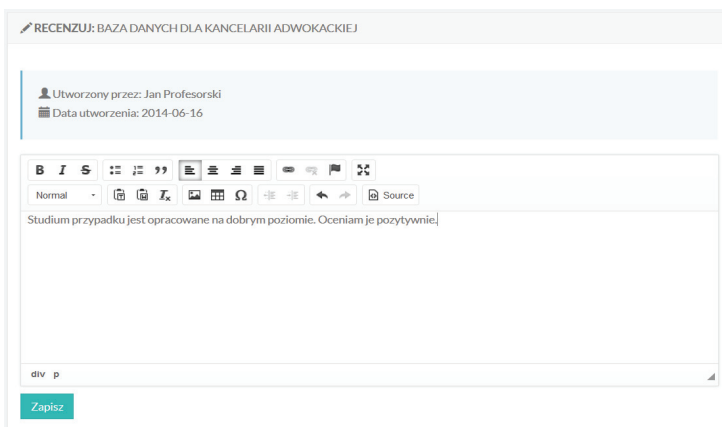
In order to browse the case studies selected for review choose **Show** (fig. 101). Then you can look through your case study just as in the case of making them available for edition.

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.



**Fig. 101 Options of Show and Review for the case studies submitted for review**

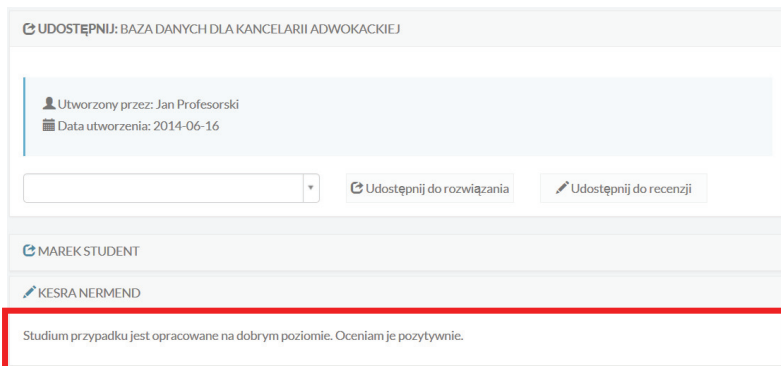
The **Review** button opens the **Review** view (fig. 102) which is a text editor box where the review can be typed. The review is saved by clicking on the **Save** button and then it will appear in the **Share** box in the case study author's account.



**Fig. 102 The Review box**

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.

If you wish to read the review, click on the reviewer's name in the **Share** view. The reviewer's text will appear under their name on the bar (Fig. 103).



UDOSTĘPNIJ: BAZA DANYCH DLA KANCELARII ADWOKACKIEJ

Utworzony przez: Jan Profesorski  
Data utworzenia: 2014-06-16

▼

MAREK STUDENT

KESRA NERMEND

Studium przypadku jest opracowane na dobrym poziomie. Oceniam je pozytywnie.

**Fig. 103 Access to your case study review**

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.





## LIST OF FIGURES

Fig. 1 Log in window of Case Study Creator .....	9
Fig. 2 Opening a user account .....	10
Fig. 3 User registration form .....	13
Fig. 4 Message with the link activating your account.....	14
Fig. 5 User's desktop .....	15
Fig. 6 Basic functionality of the tab bar .....	15
Fig. 7 Basic menu entries in the left part of the desktop .....	16
Fig. 8 Commands in the Case Study tab .....	17
Fig. 9 Commands in the Submitted Problems tab .....	17
Fig. 10 Middle part of the desktop.....	18
Fig. 11 Right part of the desktop .....	19
Fig. 12 Registration form for academic teachers and students .....	21
Fig. 13 Logging out of the application.....	22
Fig. 14 My Profile command .....	23
Fig. 15 Editing user's profile.....	24
Fig. 16 Saving updated user's profile .....	25
Fig. 17 Adding a problem you wish to be solved .....	26
Fig. 18 Enquiry Form.....	26
Fig. 19 Adding enclosures.....	27
Fig. 20 Selection of files .....	28
Fig. 21 Enquiry status .....	29
Fig. 22 Progress bar .....	29
Fig. 23 Submitted Problems option .....	30
Fig. 24 List of submitted problems .....	31
Fig. 25 Actions .....	32

---

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.



Fig. 26 The Show button.....	32
Fig. 27 The Edit button .....	33
Fig. 28 The Browse tab.....	34
Fig. 29 List of Case Studies .....	34
Fig. 30 The View tab .....	35
Fig. 31 The Download button.....	35
Fig. 32 Downloading attachments to a case study.....	36
Fig. 33 Bookmarks for case study stages .....	36
Fig. 34 View Stages – Background .....	37
Fig. 35 View Stages - Purpose .....	37
Fig. 36 View Stages - Abstract.....	38
Fig. 37 View Stages – Subject Environment.....	38
Fig. 38 View Stages – Issues.....	39
Fig. 39 . View Stages– Main Actors and Their Roles.....	39
Fig. 40 View Stages – Problem Risk .....	39
Fig. 41 View Stages – Variants for Solving the Problem .....	40
Fig. 42 View Stages – SWOT/PEST Analysis .....	40
Fig. 43 View Stages – Resume.....	41
Fig. 44 View Stages – Attachments.....	41
Fig. 45 Mail tab .....	42
Fig. 46 Mail functionality .....	42
Fig. 47 Creating a new message .....	43
Fig. 48 Going to User’s Profile .....	44
Fig. 49 Going to Update Data .....	45
Fig. 50 Saving updated user’s profile .....	46
Fig. 51 List of Submitted Problems .....	47
Fig. 52 The Action column .....	47
Fig. 53 Tackling the problem to be solved.....	48




---

Fig. 54 Create Case Study view.....	49
Fig. 55 Adding a new case study .....	50
Fig. 56 Adding a new case study .....	51
Fig. 57 Designing your case study structure .....	52
Fig. 58 Text Editor –introduction (background) to your case study ..	53
Fig. 59 Text Editor – your case study Purpose.....	54
Fig. 60 Text Editor – your case study abstract .....	55
Fig. 61 Text Editor – company environment relevant to your case study .....	56
Fig. 62 Text Editor – the case study Issues .....	57
Fig. 63 Text Editor – main actors and their role in your case study ..	58
Fig. 64 Text Editor – Problem Risks .....	59
Fig. 65 Text editor – variants of the problem solution included in your case study.....	60
Fig. 66 Text Editor – SWOT/PEST analysis for your case study purpose .....	61
Fig. 67 Text Editor – Conclusion for your case study .....	62
Fig. 68 Attaching files to your case study .....	63
Fig. 69 Selecting files to be attached .....	64
Fig. 70 Finishing the case study creation .....	64
Fig. 71 My Case Studies command .....	65
Fig. 72 List of case studies created by an academic teacher .....	66
Fig. 73 Show button options .....	66
Fig. 74 Browsing through your case study stages .....	67
Fig. 75 Re-editing a case study - background .....	68
Fig. 76 Re-edition of a case study - purpose .....	69
Fig. 77 Browse command .....	70
Fig. 78 List of case studies .....	70

---

The project "Innovative learning opportunities to strengthen cooperation between entrepreneurs and science" is carried out on the basis of the agreement UDA-POKL.08.01.02-32-017 / 11 concluded between the West Pomeranian Voivodship- Voivodship Labour Office in Szczecin and the Centre for Knowledge and Technology Transfer of University of Szczecin Ltd.



Fig. 79 Options of case study browsing .....	71
Fig. 80 Downloading a case study in PDF format .....	71
Fig. 81 Downloading files attached to the case study .....	72
Fig. 82 Browsing through of the case study stages .....	72
Fig. 83 Case study browsing – Background .....	73
Fig. 84 Case study browsing – Purpose .....	73
Fig. 85 Mail command .....	74
Fig. 86 Internal communication system for CSC users .....	74
Fig. 87 Creating a new message .....	75
Fig. 88 Case study sharing .....	76
Fig. 89 The Share view .....	77
Fig. 90 The Share view after a case study has been made available. 77	
Fig. 91 Making case study stages available .....	78
Fig. 92 The view of My Case Studies where a case study has been made available .....	78
Fig. 93 List of users who have been given access a case study .....	79
Fig. 94 Browsing case study stages .....	80
Fig. 95 Displaying the contents of case study stages .....	80
Fig. 96 Terminating the access to a case study .....	81
Fig. 97 Making your case study available for review .....	82
Fig. 98 Adding a reviewer .....	82
Fig. 99 Deleting the reviewer's name .....	83
Fig. 100 A case study submitted for review .....	83
Fig. 101 Options of Show and Review for the case studies submitted for review .....	84
Fig. 102 The Review box .....	84
Fig. 103 Access to your case study review .....	85